

# **TEXAS DEPARTMENT OF CRIMINAL JUSTICE COMPUTER APPLICATIONS**

**Providing Access to Criminal Incarceration and Parole Records  
Maintained by the Texas Department of Criminal Justice**

Adapted by  
Justice Information Management System  
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<http://www.jims.hctx.net/jimshome/>  
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# Overview of the TDCJ Computer Applications

## Information Provided

The Texas Department of Criminal Justice (TDCJ) offers access to a number of applications that provide information about individuals who are or have been under the supervision of TDCJ.

TDCJ also has an E-mail system and an online reports distribution option (INFO Pac). To request clearance, call the TDCJ Data Services User Help Desk at (936) 437-1304.

## Clearance Procedure

The user and the user's terminal must be cleared to access TDCJ applications before the person is scheduled for training. A "Request for Access to TDCJ Applications" form and a TDCJ "Non-Disclosure Agreement" form must be submitted to JIMS for each user. These forms are forwarded to TDCJ and TDCJ assigns a security code for each individual.

## Contacts

A user representative from TDCJ is responsible for distributing system updates for particular systems. Any questions or concerns should be directed to these individuals.

### State Ready Inquiry System

Ramona Koch  
(936) 437-6478

### Corrections Tracking System

Application Programming Supervisor  
(936) 437-1271

### Inmate Inquiry Functions

Sherman Bell  
Classification & Treatment  
(936) 437-6560

### State Jail System

Frank Aubuchon  
Administrator for Unit Classification  
936-437-6566

Parole Supervision System - Contact User Help Desk

**Call the TDCJ Data Services User Help Desk at (936) 437-1304 if a problem arises that cannot be solved using local resources. The Data Services Help Desk provides assistance between 6 a.m. – 12 a.m., 7 days a week.**



4. Screen displays:

```
*****  
CICS Sign-on
```

Type your userid and password:

```
Userid ==>  
Password ==>  
Language ==>
```

```
New Password ==>
```

```
PF 3=End  
DFHCE3520 PLEASE TYPE YOUR USERID.
```

```
*****
```

Type your USER ID as assigned by TDCJ. Press Tab.

5. Type password as indicated below:

If you are already a TDCJ user, type your current password. (Your password will not display on the screen.) Press the Enter key.

If you have never signed on to TDCJ before, your initial password is listed on your "ID sign-On Procedures" form. You must change this password the first time you log on.

**Changing your password:**

- a. In the field labeled PASSWORD, type your current password. (Type the initial password assigned by TDCJ if you have never logged on before.) Your password will not display on the screen.
- b. Press the Tab key twice.
- c. In the field labeled NEW PASSWORD, type a new password using **exactly 8 characters**. Your password must include **at least one number**.
- d. Press the Enter key. A message will display requesting that you re-type your new password for verification.
- e. Type the new password again.
- f. Press Enter.

**NOTE:** The system keeps a history of your last 12 passwords. Your new password must be different from these last 12.

When logging on thereafter, type your TDCJ user ID and your new password, then press Enter. **Do not** use the steps listed above under "Changing your password" unless you need or want to change your password.

6. Screen displays "SIGN-ON IS COMPLETE."

### Log-on Failed

If you do not get logged on, one of the following messages will display:

| Message                                    | Solution  |
|--|---|
| YOUR PASSWORD HAS EXPIRED                  | Change your password using the procedures in step 5. You must change your password every 30 days.   |
| YOUR USERID IS INVALID.<br>PLEASE RETYPE.  | You have entered your user ID incorrectly.<br>Try again starting at Step 4.   |
| YOUR PASSWORD IS INVALID<br>PLEASE RETYPE. | You have entered your password incorrectly.<br>Try again staring at Step 5.   |
| USERID REVOKED                             | You have unsuccessfully attempted to sign on 4 times. Call TDCJ Data Processing at (936) 437-1304 and ask that your user ID be reactivated. |

**NOTES:** Sign on at least once a month to keep your TDCJ code active.

Your terminal must be cleared to access the TDCJ system. To request terminal clearance, contact the JIMS Training section at (713) 755-6933.

If you log on through Tubes (the Harris County sign-on panel accessed by typing HCP), the TDCJ listing may be on the second page of the menu. To move forward to the next page of the menu, type **F** in the COMMAND field and press Enter.

If your Tubes session is not cleared for TDCJ, log off Tubes by pressing PF24. Exit the Sign-on Panel by pressing PF3, then sign on to TDCJ from the Ready for Logon screen.



## Lockout

The operating system has a built-in security feature called "Lockout." The Lockout feature signs off your terminal after 30 minutes of inactivity. A screen will display requesting that you re-enter your password. Once you do this, you are returned to the transaction you were using when the lockout occurred.

If the terminal has been inactive for a two-hour period, the "Lockout" feature will completely log you off the system. "Lockout" also prevents a single user from signing on to more than one terminal at a time.

## Security and Privacy

This system maintains criminal justice information on offenders, which should be used **ONLY** for criminal justice purposes. Do **NOT** use this information for personal gain.

Certain data fields contain **confidential** information that is protected by state or federal legislation.

Keep information **private** and **secure** by:

1. Signing off before leaving your workstation for an extended period of time.
2. Using this system for work-related purposes **only**, and
3. Protecting passwords and user IDs from **unauthorized** use.

## Offender Identification

There are two methods for retrieving offender records maintained in the TDCJ computer system:

1. Name search, 2. Identification number search. These methods are used alternately in the various databases. The most frequently used retrieval method is the ID number search.

Several identification numbers are used to access data on offenders whose records are maintained in the TDCJ computer system. These numbers are the state ID number (SID), county jail ID number (example, SPN) and Texas Department of Criminal Justice or Parole-in-Absentia number (TDC/PIA number).

The most precise search is performed with a SID number because an individual should receive only one such number from the state. The SID is a unique eight-digit number assigned to each individual for whom a fingerprint card is received. SID numbers beginning with 9 are assigned to inmates under the Interstate Corrections Compact.

Prior to 1993, SID numbers beginning with 9 were also assigned to individuals who were paroled in absentia if no fingerprint card was submitted. After January 1, 1993, no inmate will be admitted into TDCJ ID unless the submitting authority provides a SID number for that individual.

The SID number provides a more exact search than the other numbers because: 1. an offender may receive more than one TDC/PIA number. This can happen when a subsequent offense is greater than the first for which the offender was remanded to the custody of TDCJ, and 2. because the county ID number search is not used widely throughout the system.

## SR00 — State Ready System Main Menu

SR00 allows a user to view data on individuals declared "paper-ready" for delivery to the Institutional Division of TDCJ. The "paper-ready" status also applies to those offenders who have been paroled in absentia. The data is proofed (compared to paper forms) before being distributed online.

### ACCESS METHOD

Type **SR00** and press Enter.

**NOTE:** The 0's in SR00 are numeric zeroes.

```
*****
CSISR000      T. D. C. J.  -  I N S T I T U T I O N A L  D I V I S I O N
                   STATE-READY SYSTEM                      02/06/96
                   MENU                                     13:25:51

OPTION
MI = MASTER INQUIRY
OI = OFFENSE INQUIRY
RI = RELATIONSHIP INQUIRY
KI = REMARKS INQUIRY
PI = PIA STATUS INQUIRY
PR = REQUEST PIA REPORTS
BS = BROWSE BY SID NUMBER
BN = BROWSE BY NAME
BC = BROWSE BY COUNTY INMATE NUMBER
VN = VICTIM NOTIFICATION SYSTEM
SR = SHOW RELEASE INFORMATION BY MONTH

      ENTER OPTION AND PRESS ENTER

*****
```

### To access a menu option,

In the ENTER OPTION field, type the two-character code for the option you wish to access. Press Enter.

Harris County personnel will have access to all options except Victim Notification (VN).

Below is a list of the SR00 options and a description of the type of information provided by each option.

- MI** - Master Inquiry. Displays commitment information for the most recent offense(s) for which the offender was committed to TDCJ. Commitment information includes physical descriptors, county with physical custody, sentencing requirements and date ready for transfer. The data also includes a notation if the offender has been paroled in absentia.
  
- OI** - Offense Inquiry. Provides descriptive offense information including the degree of the offense. Notes whether offense was aggravated and/or if a deadly weapon was used. If offender was sentenced for multiple offenses, a concurrent or consecutive code reveals the relationship of the sentences.
  
- RI** - Relationship Inquiry. Displays cause numbers and counts that have been entered as having sentences running consecutively.
  
- KI** - Remarks Inquiry. Displays any notations about charging out-of-custody time (amount of time to be subtracted from good time for parole violators); parolee returns with new convictions; bench warrant returns with new charges; any corrections to information entered in error and miscellaneous details.
  
- PI** - PIA Status Inquiry. Displays information regarding the parole-in-absentia status of an offender.
  
- PR** - Request PIA Reports. Allows a user to print various types of PIA reports (ex. PIA-release reports, 45-Day reports, etc.) during a specified date range. A printer must be associated to the user's terminal before reports can be printed. The message "REPORTS HAVE BEEN RUN" will display.
  
- BS** - Browse By SID Number. The user may search for an offender by using a complete or partial SID number. The response will list the offender's SID, name, county ID number, race, sex, date-of-birth, age, height, and weight. The user can select the correct offender's record and transfer to one of the inquiry options. Press Enter to scroll through the pages.

**BN** - Browse By Name. The user may search for an offender by using a complete or partial name. The name search format is last name,first name. See Browse By SID Number.

**BC** - Browse By County Inmate Number. The user may search for an offender by using a complete or partial county inmate number, such as a Harris County SPN. See Browse By SID Number.

**VN** - Victim Notification System. Transfers the user to the TDCJ Pardons and Paroles Division Main Menu from which the user may access the Parole Supervision System. (The Victim Notification System, which is also listed on the TDCJ Menu, is not available to Harris County users.)

**SR** - Show Release Information By Month. The user can inquire on a particular month and view the total number of offenders released on parole or mandatory release, paroled in absentia and discharged the month (ex. month format: August 1995 = 08 1995).

See pages 11 and 12 for an example of an inquiry screen. See pages 13 and 14 for an example of a browse screen. See page 15 for an example of a Request PIA Reports screen.

Below is a list of PF key functions available from some of the SR00 screens.

### **PF-KEY OPTIONS**

- |              |  |
|--------------|--|
| 1=HELP:      | Press PF1 to display help messages, if any.                |
| 2=IMF MENU:  | Press PF2 to access TDCJ Institutional Division Main Menu. |
| 3=END:       | Press PF3 to end the current State Ready session.          |
| 4=CAPS MENU: | Press PF4 to access TDCJ Parole Division Main Menu.        |
| 5=SRM MENU:  | Press PF5 to return to the State Ready Main Menu.          |



**To search by partial SID number,**

1. Type the partial SID in the ENTER SID NUMBER field.
2. Press Enter. The message "SID NUMBER NOT SET UP" will display.
3. Press Enter again. All available records will display in numerical order, beginning with the partial SID number.
4. Press Enter to scroll through the pages.

**NOTE:** On other Browse screens it is only necessary to press Enter once after entering a partial SID.

**To transfer to an offender's record from any Browse screen,**

1. Tab to the offender's listing and type an **S** in the S (selection) field.
2. Tab to the OPTION field.
3. Type the two-character inquiry option code (ex. OI) and press Enter.
4. The record will display.

**On the BN (Browse by Name) screen,**

Type the name in the following format: LAST NAME,FIRST NAME MIDDLE NAME or inquire with a partial name.

**MI - Master Inquiry**

Option MI displays commitment information for the most recent offense(s) for which the offender was committed to TDCJ. The commitment information includes physical descriptors, county with physical custody, sentencing requirements and date ready for transfer. The data also includes a notation if the offender has been paroled in absentia.

**ACCESS METHOD**

Select Option **MI** from the SR00 Menu. Press Enter.

\*\*\*\*\*

CSISR010 T. D. C. J. - INSTITUTIONAL DIVISION  
02/06/96 STATE-READY MASTER INQUIRY 15:35:28

SID NO.: 03767169 NAME: ELLIOTT, SHAWN SKIN:MBR

CO. NO.: 000001125704 HT: 5 FT. 09 IN. WEIGHT: 218 RACE: B SEX: M  
FBI NO.: 526183FA3 D-O-B: 10/03/1967 AGE: 28 EYES: BRO HAIR:BLK  
S-S NO.: 465290015 S/M/T: TT CHS&ARM/DISC L ARM

RESP. CO.: 101 HARRIS SEN. LEN.-YMD: 00080000 SPECIAL NEEDS:  
HOLDING CO.: 101 HARRIS SEN. LEN.-DAYS: 0002922 DETAINER: N

TIME EARNING STATUS: L1 WARRANT DATE: 00/00/0000 INC. FEE: 0.00  
ED./VOC. COMP. CODE: REC./DEP.: LAST REL.SEQ.:000  
ICC CODE: PAROLE ELIG.: 01/20/1996 ADDED: 09/13/1995  
# OFFENSES: 003 ASSAULTIVE HIST.: N TPO REGION: S  
OFF. OF REC.: 001 PMA ELIGIBLE: OWNER CODE: JA  
PAROLE OFF.: 001 PSI AVAILABLE: Y RECALC.: N  
MIN. EXP. OFF.: 001 PAROLE VIOLATOR: Y CTS BUILD FLAG:  
MAX. EXP. OFF.: 001 RE-ARRESTED: 02/18/1995 PRINT FLAG:  
MIN. EXP. DATE: 10/28/1998 LAST RELEASED: 02/18/1994 TDC NO.: 0625506  
MAX. EXP. DATE: 02/18/2003 REF. FOR PIA: 00/00/0000 PIA NO.: 0000000  
LEGISLATIVE CODE: 73 STATE READY: 08/02/1995 USERID: TFL8587

APPEAL CODE: Y DEPART CODE: DISCHARGE DATE: 00/00/0000 BOND:  
COMMENT: NEW CHARGES: Y

ENTER SID NUMBER \_\_\_\_\_ OPTION===> \_\_\_\_

\*\*\*\*\*

See pages 19 - 31 for an explanation of fields.

The following actions can be executed from any inquiry screen:

**To view a record for a SID,**

Type the SID number in the ENTER SID NUMBER field and press Enter.

NOTE: If the message "SID NUMBER NOT SET UP" displays, access the Browse by Name screen and type the offender's name. It is possible that the SID number was entered in the State Ready System incorrectly.

**To transfer to another SR00 option,**

Tab to the OPTION field and type the two-character option code (ex. OI).  
Press Enter.

**To return to the State Ready Main Menu,**

Press PA1 (Alt-F9 from a PC).

**To exit system,**

Press PA2 or Clear.

## PR – Request PIA Reports

Option PR allows a user to print various types of PIA reports (ex. PIA-release reports, 45-Day reports, etc.) for a particular date range. A printer must be associated with the user's terminal before reports can be printed.

### ACCESS METHOD

Select Option **PR** from the SR00 Menu. Press Enter.

\*\*\*\*\*

```
CSISR019      T. D. C. J.  -  I N S T I T U T I O N A L  D I V I S I O N
                PIA TRACKING SYSTEM                02/07/96
                REPORT MENU                          11:45:37
```

#### OPTIONS

```
01 = ACTIVE
02 = 45 DAY REPORTS
03 = WITHIN 10 DAYS
04 = HISTORICAL
05 = DOWNLOAD
06 = PIA RELEASE REPORTS
07 = ID RELEASE REPORTS
```

\_\_\_ ENTER OPTION

```
ENTER COUNTY NUMBER OR ALL
ENTER REGION CODE IF ONLY ONE REGION IS DESIRED
ENTER 'A' FOR ALPHA OR 'P' FOR PIA NUMBER ORDER
ENTER 'S' FOR SUMMARY REPORT
REPORTING PERIOD: FROM _____ TO _____ (BLANK FOR
```

ALL)

PF1 = HELP , PF2 = IMF MENU , PF3 = END , PF4 = CAPS MENU , PF5 = SRM MENU

\*\*\*\*\*

### To print a report,

1. Type the appropriate information in the fields.
2. Press Enter. The message "REPORTS HAVE BEEN RUN" will display.

## **SR00 Glossary**

The glossary contains an alphabetized listing of system and procedural terms that are used in the State Ready process. In the next section, the State Ready System data fields are explained in alphabetical order.

### **CASEPULL**

A list of offenders who are eligible to begin the parole review process.

### **CONTINUE REVIEW DATE (CRD)**

Continue Review Date. A Parole Board decision to review an inmate at a later date (status date) within one to three years.

### **DMS**

Discretionary Mandatory Supervision system. A release process in which an offender meets the qualifications of mandatory supervision release but whose case is reviewed by the Parole Panel to determine if the offender's accrued good conduct time is an accurate reflection of the offender's potential for rehabilitation and whether the release would endanger the public. Per House Bill 1433, offender's whose date of offense is on or after September 1, 1996 and who meet certain criteria may be eligible for DMS.

### **FLAT TIME**

Calendar Time Served. This is the actual time served in days (no good time included).

### **INITIAL REVIEW**

The first review of an offender's case by the Parole Board.

### **INMATE RECORDS OFFICE**

The office located at the TDCJ Administrative Complex which houses all centralized records concerning an inmate's conviction, criminal history, and incarceration.

### **MANDATORY SUPERVISION (MS)**

An inmate is released to mandatory supervision, if not paroled, when flat time plus good-conduct time equals or exceeds the maximum sentence. MS is automatic for eligible inmates. The releasee remains under supervision until the sentence expiration date.

### **MANDATORY SUPERVISION VIOLATOR**

A releasee who violates the conditions of mandatory supervision release, e.g. commits a new offense, violates release rules or halfway house rules, or absconds.

### **NTO**

Notice to trial official. A letter sent to the district attorney, judge and sheriff giving notice of the pending parole or consideration of parole of an offender.

**PAROLE**

Release of an inmate to serve remainder of sentence in the community under supervision of a parole officer.

**PAROLE BOARD**

An eighteen-member board consisting of members from throughout Texas that reviews parole-eligible cases. A three-member panel reviews the case, and two of the three members must approve a parole before it is granted.

**PAROLE PLAN**

A plan established for an inmate by the institutional parole officer. The plan includes job plans, proposed residence, etc. The parole plan is researched and verified by a parole officer before the inmate is released.

**PAROLE SUMMARY**

The summary of information gathered by the institutional parole officer concerning the inmate's offense, personal history, TDCJ ID disciplinary record, physical and mental condition, personal statements, etc. for examination by the Parole Board.

**PAROLE VIOLATOR**

A releasee who violates the conditions of parole, e.g. commits a new offense, violates release rules or halfway house rules, or absconds.

**PIA**

Parole in absentia. This term refers to the release on parole of offenders housed in any correctional facility other than the Texas Department of Criminal Justice Institutional Division. Also, a judge can parole an offender in absentia upon sentencing.

**PMA**

Prison Management Act. The most current use of this term refers to considering parole release for qualified inmates regardless of time served. These releases can occur from any correctional facility housing inmates for the TDCJ Institutional Division.

**PPD**

The Pardons and Paroles Division. A division of Texas Department of Criminal Justice, a state agency created by House Bill 2335 which combined the three primary criminal justice agencies in Texas: the Board of Pardons and Paroles, the Department of Corrections, and the Community Justice Assistance Division.

**PPI (Pre-Parole Investigation)**

The investigation of the inmate's parole plan by a parole officer in the proposed county of residence prior to the release of the inmate.

**PPT (Pre-Parole Transfer)**

An inmate within 180 days of his parole eligibility date or who has been denied parole on first review may be transferred to a pre-parole facility. If PPT is successfully completed, the inmate is released from the PPT on his parole eligibility date.

**SERVE ALL (SA)**

Serve-all board action. A Parole Board decision against paroling an inmate who has less than three years until he is eligible for mandatory supervision or discharge.

**STATUS DATE**

A calculated date for listing the offender's parole review on Casepull in one of the following categories: New Receive, Return Parole Violator, Subsequent Review/Set-Off.

**SUBSEQUENT REVIEW**

A review by the Parole Board after a Continue Review Date decision.

**TDCJ**

The Texas Department of Criminal Justice. A state agency created by House Bill 2335 which combined the three primary criminal justice agencies in Texas: The Board of Pardons and Paroles, the Department of Corrections, and the Community Justice Assistance Division.

**TDCJ-ID**

The Texas Department of Criminal Justice Institutional Division. Formerly known as the Texas Department of Corrections.

**TPD**

Transitional Planning Department. This department is responsible for reviewing parole applicants for both the PIA process and for the TDCJ Institutional Division. This department operates under the direction of the Assistant Director for Treatment Program Services. There are several TPD offices located throughout the state, and three Regional Offices located in Huntsville, Palestine, and Angleton.

## SR00 Data Field Explanations

### **ADDED**

The date the record was added to the system (MM/DD/YYYY).

### **AGGR**

Indicates whether the offense of conviction was aggravated: **Y** = yes, **N** = no.

### **APPEAL CODE**

Displays the appeal code. Valid codes are:

- A** = Appeal Case
- B** = Both Shock Probation & Appeal Case
- C** = Special Probation
- F** = Appeal Affirmed
- P** = Shock Probation Case
- Q** = Acquittal on Appeal
- T** = Shock Probation Violator & Appeal Case
- V** = Shock Violator
- W** = Appeal Withdrawn

### **ASSAULTIVE**

Indicates if the individual exhibited assaultive behavior in or out of the jail setting: **Y** = yes, **N** = no.

### **BOND**

A **Y** in this field indicates that bond has been posted. A blank indicates that bond has not been posted.

### **CALC. DATE**

The date the inmate's served time is calculated. A new calc. date will be initiated by a time-earning status change, i.e. promotion or demotion, restoration or deprivation of good time.

### **CASEPULL**

A list of offenders who are eligible to begin the parole review process.

### **CRD**

Continue Review Date. A Board decision to review an inmate at a later date (status date) within one to three years.

### **CAUSE NO. (CAUSE/COUNT)**

The sentencing county's unique case number and count number assigned to each offense.

### **CO. NO. (COUNTY INMATE NUMBER)**

The number assigned at the county jail to identify the offender (ex. Harris County SPN).

**CO. OF CONV.**

The code and name of the county in which the offender was convicted.

**CO. OF OFF.**

The code and name of the county in which the current offense was committed.

**COMMENT**

Freeform text used to indicate whether the inmate has missing documents in his/her State Ready packet.

**CON./CONSECU.**

If the individual is sentenced for two or more offenses, this code indicates how the sentences relate to each other.

C = Concurrent

S = Consecutive

**CONCURRENT SENTENCES**

Two or more terms of imprisonment when all or part of each term is served simultaneously and the prisoner is entitled to discharge at the expiration of the longest term specified.

**CONSECUTIVE SENTENCES**

When one sentence of confinement is to follow another in point of time, the second sentence is deemed consecutive.

**COUNT**

In a criminal case with more than one charge resulting from the same incident, multiple parts of that offense are called "counts." Normally, the cause number will differentiate between individual counts. If, however, the county uses the same cause number, the COUNT field should provide the differentiation.

**COURT NO./NUMBER**

The number of the district court in which the individual was convicted.

**CTO**

Ceased-to-operate date. A default display field, it applies only to consecutive (CU) sentences. If the code 01-01-0001 displays, the offender has either been sentenced to a concurrent (CC) sentence or the offender is still serving time for the listed offense or another offense. If a date appears in this field, the defendant completed the sentence for the listed offense and has begun serving the time for the next sentence.

**CTS BLD FLAG**

Indicates that a State Ready record has been moved to the Corrections Tracking System.

**CU FLAT 35/40YR**

A Y in this field indicates that 35 or 40 years flat time must be served on a cumulative sentence. If the offender has no consecutive sentences, this field does not apply. (NOTE: The terms cumulative, consecutive and stacked are used interchangeably.)

**CU LEGIS. CODE**

This field indicates the cumulative legislative code of the offense being viewed, if applicable.

**CU MS CALC. CODE**

Consecutive mandatory supervision calculation code.

**CU PAR. CALC. CODE**

Consecutive parole calculation code.

**CU RELATE 1ST.**

The first record in the cumulative relationship. The cumulative relationship refers to several offenses for which the offender has been convicted and indicates which offense's sentencing the offender must complete before time can be served for the next offense.

**CU SEN. BG DATE**

Consecutive sentence beginning date (MM/DD/YYYY).

**CU SEN. LENGTH-DAYS**

Consecutive sentence length displayed in days.

**CU SEN. LENGTH-YMD**

Consecutive sentence length displayed in years, months, and days.

**DATE ADDED**

The date the record was entered into the State Ready System.

**DATE LAST RELEASED**

The date the individual was last released from TDCJ ID custody or paroled, paroled on mandatory supervision, or bonded or probated from a county jail (MMDDYYYY).

**DATE OF OFFENSE**

The date the current offense was committed.

**DATE REFERRED FOR PIA**

The date the inmate was referred to the Parole Division for parole-in-absentia consideration (MMDDYYYY).

**DATE STATE READY**

The date the inmate was "paper ready" to be sent to TDCJ ID (MMDDYYYY). All of the necessary paper work has been submitted.

**DATE TO COMMENCE**

The date the individual's sentence begins as decreed by the judge (MMDDYYYY).

**DAYS CREDITED**

The total days "credited" toward the sentence length prior to commencement date. The Date to Commence and the Days Credited fields are used to calculate sentence beginning date.

**DC**

Days credit. If applicable, displays the number of days credited to an offender by the judge for time served prior to the offender's incarceration in the Institutional Division.

**DEADLY WEAPON (JUDGEMENT)**

Indicates if the judgement found that the offender used a deadly weapon: **Y** = yes; **N** = no.

**DEGREE**

The degree of the offense for which the individual was convicted: **1** = 1st, **2** = 2nd, **3** = 3rd, **\_** = not applicable, **\*** = no degree.

**DEPARTURE CODE**

The two-character code noting why the offender is no longer in a county, federal or other state facility. See Departure Codes in TDCJ Code Table Manual.

**DISP CODE**

Final PIA case disposition code.

**MSU** = Release on mandatory supervision

**REJ** = Rejected from PIA/not eligible

**TRF** = Transferred to ID

**DISQ OFF**

Disqualifying offense. Indicates if the inmate committed an offense that makes him PMA ineligible: **Y** = yes; **N** = no.

**DMS CAND**

Discretionary Mandatory Supervision candidate. Indicates (**Y** = yes or **N** = no) whether the offender is a candidate for DMS.

**DMS VOTE**

Code indicating Parole Panel's review decision for a DMS candidate. If **DMS** or **RMS** display, a date will display in the VOTE DATE field.

**DMS** = Deny release to mandatory supervision

**NBV** = No board vote

**RMS** = Release to mandatory supervision

**DPS INCIDENT NUMBER (INCIDENT NO.)**

The DPS incident tracking number (i.e. CJIS tracking number) is generated and preprinted on the multiple-part Uniform Incident Form and represents an arrest of an individual. This number is maintained through each reporting procedural level of the criminal justice process. On any arrest, an incident tracking number is appended with a suffix to track the charge(s) within an arrest event through the criminal justice process.

**EDREQ**

HB587 education requirement. Indicates if the court ordered the offender to attend education classes designed to encourage tolerance for others: **Y** = yes or **N** = no.

**ED/VOC. COMP. CODE**

The educational/vocational computation code. Reflects the status the offender attained before he last left custody.

**ENTER 'A' FOR ALPHA OR 'P' FOR PIA NUMBER ORDER**

Enter an **A** to prioritize the PIA report alphabetically, or a **P** to prioritize by PIA number.

**ENTER COUNTY NUMBER OR ALL**

Enter a county code number (Harris County = 101) to produce a PIA report for that county or enter **ALL** to produce a PIA report for all counties.

**ENTER REGION CODE IF ONLY ONE REGION IS DESIRED**

If the PIA report is to be printed for a particular region, enter one of the following:

- N** = Northern Texas
- C** = Central Texas
- S** = Southern Texas

**ENTER 'S' FOR SUMMARY REPORT**

An **S** in this field will make the PIA report include a summary by category.

**EXT**

Code indicates reason the offender's case was delayed or not closed for 45 days or longer.

- PLF** = Parole plan failure
- INC** = Incomplete documentation
- OSC** = Out-of-state parole plan

**FELONY/MISDE**

Indicates whether the current offense for which the offender is sentenced is a felony or a misdemeanor.

NOTE: Currently TDCJ is only accepting **FELONY** offenses.

**FI**

Further investigation. This is a favorable Parole Board action to continue the inmate in the parole process.

**FLAT 35/40YR**

Offender must serve 35 or 40 years flat time to become eligible for parole.

**FLAT TIME-DAYS**

Calendar Time Served. This is the actual time served in days (no good time included).

**GOOD TIME-DAYS**

The good-conduct time earned displayed in days.

**HB587**

Displays a **Y** (yes) if there is a finding by the court that the offender committed his or her offense due to bias or prejudice. House Bill 587 relates to the investigation and prosecution of an offense motivated by bias or prejudice, to other civil and criminal remedies for and protections against certain hateful acts, and to training and education concerning hate laws.

**HOLDING CO./COUNTY**

The county that has physical custody of the inmate.

**ICC CODE**

The code indicating that an "interstate" agreement is in effect for this inmate.

**I.D.**

Indicates location of offender. **Y** = Institutional Division; **N** = County jail

**INC. FEE**

Incarceration Fee. Prior to alleviation of prison overcrowding, Texas had to pay counties for housing TDCJ inmates more than 45 days after release to TDCJ authority.

**INCIDENT NO.**

The DPS incident number (CJIS tracking number) found on the fingerprint card sent to DPS by the reporting agency.

**INT RDY**

Intake Ready. An **N** (for no) indicates that an offender has had all State Ready criteria entered into the system, but is not yet actually State Ready. If this field is blank, the offender is intake ready.

**INTERVIEW DATE**

Date the Institutional Parole Officer interviewed the offender in the county jail.

**JAIL GOOD TIME (JGT)**

Indicates whether the individual received good-time credit for time served in jail: **Y** = yes; **N** = No.

**LAST CHARGE DATE**

The date the offender was last discharged from TDCJ ID.

**LAST REL. SEQ.**

Sequence number of last cumulative sentence relationship record.

**LAST RELEASED**

Date last released from TDCJ custody or paroled, paroled on mandatory supervision, or bonded or probated from a county jail.

**LEGISLATIVE CODE**

The legislative laws under which good time is calculated.

**LENGTH OF SENTENCE (DAYS)**

The number of days that an offender has been sentenced to state custody. This field should only be used when the sentence has been handed down in days (only used for probationers).

**LENGTH OF SENTENCE (YYYY MM DD)**

The term the individual was sentenced to state custody in years, months, and days. For example, a sentence of 5 years, six months and 29 days is 0005 06 29. Life imprisonment is recorded as all nines (9), and the death penalty is all eights (8).

**LOC/BRD**

Local Board Date. Date the offender's Parole-In-Absentia referral was sent to the locale Parole Board for review

**MAX. EXP. DATE**

The date that the offender's sentence expires.

**MAX. EXP. OFF**

Sequence number of the sentence that creates the inmate's maximum expiration date.

**MIN. EXP DATE**

The mandatory supervision date.

**MIN. EXP. OFF.**

Sequence number of the sentence that creates the inmate's minimum expiration date (mandatory supervision date).

**MS CALC CODE**

Mandatory supervision calculation code. Indicates if the offender is eligible for mandatory supervision: **Y** = yes; **N** = no.

**NAME**

The name that the individual was convicted under as shown on the commitment papers (Last,First Middle - no space after the comma).

**NEW CHARGE**

A **Y** (yes) displays if this is a new offense for which a parole violator has been convicted and sentenced to TDCJ.

**NEW CHARGES**

Displays a **Y** (yes) if the offender has been charged with new offenses he may have committed while on parole, probation, etc. Will reflect new charges from other counties.

**NON MS HST**

Indicates if the offender has a previous or current offense that does NOT meet the requirements for mandatory supervision, i.e., aggravated offense: **Y** = yes or **N** =no. If a **Y** displays, offender is NOT a candidate for Discretionary Mandatory Supervision (DMS) release.

**OFF OF REC**

Offense of record. Sequence number for the offense for which the offender will remain under TDCJ authority the longest.

**OFFENSE CODE**

The NCIC offense code representing the offense for which the inmate was sentenced.

**OFFENSE CODE PREFIX**

The NCIC uniform offense classification of the offense.

**OFFENSE DESCRIPTION**

The current offense description as it is listed on the commitment papers.

**OUT OF CUSTODY TIME**

The amount of time between the date the offender was last released from TDCJ custody and the date offender was rearrested, if the sentence begin date for the offense is prior to the date offender was last released.

**OWNER CODE**

Indicates who has custody of the inmate:

**JA** = County Jail

**ID** = TDCJ Institutional Division

**PP** = TDCJ Pardons and Paroles Division

**CJ** = TDCJ Community Justice Assistance Division

**PAROLE CALC. CODE**

An "**F**" indicates the offense is a 3G offense, an "**N**" is for any other crime. 3G offenses include: capital murder, aggravated robbery, aggravated kidnapping, aggravated sexual

assault, and any affirmative finding that a deadly weapon was used.

**PAROLE ELIG.**

The date the individual is eligible for parole (MM/DD/YYYY).

**PAROLE OFF.**

The sequence number of the offense that creates the offender's most distant parole eligibility date.

**PAROLE VIOLATOR**

Indicates if the individual has violated his most current parole or mandatory supervision: **Y** = yes; **N** = no.

**PC SUBTYPE**

Penal Code subtype. If applicable, displays modifying or clarifying information to accompany data displayed in the PENAL CODE field directly above. Denotes an offense for which the offender receives “flat” or day-for-day time. The field may be blank. Or, the field may display UNK (unknown) or codes A1, A2, A4, B1, B2, B3, C2 or D2, the specific designation of which relates to the penal code to which they are attached.

**PENAL CODE**

The code of law concerning the crime and punishment.

**PIA NO.**

The parole-in-absentia number.

**PLEA**

The single-character code for the plea entered by the defendant: **G** = guilty, **N** = not guilty, **C** = Nolo Contendere.

**PMA ELIGIBLE**

Indicates if the inmate meets PMA (Prison Management Act) eligibility criteria.

**PRINT FLAG**

A **Y** indicates that data forms will print in a batch job overnight.

**PROBATION/DEFERRED ADJUDICATION CODE (PROB./DEF.ADJ)**

If the offender was sentenced to a term of probation or deferred adjudication for the offense, one of the following codes will display:

- B** = Boot Camp
- D** = Deferred Adjudication
- K** = Shock Probation
- N** = Not Probation
- P** = Probation
- S** = Special Probation

**PROC DATE**

Process Date. Date a parole certificate was issued. The parole certificate is issued once an inmate has completed or served the amount of time legally required for parole eligibility.

**PROJECTED RELEASE DATE**

The mandatory supervision date.

**PRS STATUS and DATE**

Offender's pre-release status code:

**SAFP** = Substance abuse felony punishment

**PPT** = Pre-parole transfer

**IPTC** = In-prison therapeutic community

**PSI AVAILABLE**

Indicates if a pre-sentence investigation report is available: **Y** = yes; **N** = no.

**RACE (R)**

The individual's race code: **B** = Black; **H** = Hispanic; **O** = Other; **W** = White.

**RECALC.**

If a "Y" displays in this field, the time calculations being viewed are not the latest ones and they are being recalculated due to a change made to the individual's record. A batch job performs the calculations at night, so the record should be checked the following day to obtain the correct calculations.

**REC./DEP.**

Indicates the received/departure code. See the Received or Departure Codes in the TDCJ Code Table Manual.

**REF. FOR PIA**

The date the county referred the inmate for parole in absentia.

**REJECTION CODE**

PIA rejection reason code:

**01** = Other reason. See COMMENTS section for explanation.

**03** = Transferred to TDCJ-ID.

**05** = Not eligible for review (usually due to parole eligibility date).

**06** = Inmate voted Serve-All.

**07** = Inmate voted Set-Off.

**RELEASE DATE**

Date the offender is paroled/released from the county jail. This information would be entered by the IPO that executed the certificate.

**REMARKS**

A freeform text field used to record any comments about a particular inmate.

**RESPONSIBLE COUNTY (RESP. CO.)**

The county code and name of the county that submitted the individual's commitment packet.

**RESTITUTION REQ.**

Indicates if the individual is required to pay restitution as part of his or her sentence: **Y** = yes; **N** = no.

**RE-ARREST DATE (RE-ARRESTED)**

The date the inmate was placed in jail for the current offense (MMDDYYYY). This field applies to parole, mandatory supervision or probation violators, escapees, offenders out on bond or re-arrested for new trial, or re-arrested to finish serving time due to mandate of affirmance.

**SCARS/MARKS/TATTOOS (S/M/T)**

The abbreviated code(s) for scars, marks and tattoos or "UNK" if unknown. See Scars/Marks/Tattoos in the TDCJ Code Table Manual.

**SEN. BEGIN DATE**

The date the judge decreed the sentence to begin (MMDDYYYY).

**SEN.LEN.-DAYS**

The sentence length in days.

**SEN.LEN.-YMD**

The sentence length in years, months and days (YYYYMMDD). Ex. 00080000 = 8 years.

**SEN. DATE**

The date the court issued a sentence (MMDDYYYY).

**SEQ NO.**

Offense sequence number. A TDCJ computer-generated tracking number counting the number of offenses for which the offender was remanded to TDCJ supervision.

**SEX (S)**

The individual's gender: **M** = male; **F** = female.

**SEX OFF(ENDER) REG:**

**Y** = Yes, TDCJ received required Registration Notice that released sex offender has registered in county of release.

**N** = TDCJ has not received Registration Notice.

**SID NUMBER (SID NO.)**

Criminal state ID number. The unique eight-character number also known as the DPS number for the offender.

**SKIN**

The individual's skin complexion.

|                          |                           |
|--------------------------|---------------------------|
| <b>ALB</b> = Albino      | <b>MED</b> = Medium       |
| <b>BLK</b> = Black       | <b>MBR</b> = Medium Brown |
| <b>DRK</b> = Dark        | <b>OLV</b> = Olive        |
| <b>DBR</b> = Dark Brown  | <b>RUD</b> = Ruddy        |
| <b>FAR</b> = Fair        | <b>SAL</b> = Sallow       |
| <b>LGT</b> = Light       | <b>YEL</b> = Yellow       |
| <b>LBR</b> = Light Brown | <b>UNK</b> = Unknown      |

**SOCIAL SECURITY NUMBER (S-S NO.)**

The individual's Social Security number.

**SPECIAL NEEDS**

A three-character code indicating whether the individual has special needs.

|                                    |                            |
|------------------------------------|----------------------------|
| <b>ED</b> = Elderly                | <b>TI</b> = Terminally Ill |
| <b>PH</b> = Physically Handicapped | <b>MH</b> = Mentally Ill   |
| <b>MR</b> = Mentally Retarded      | <b>—</b> = None            |

**ST. CITATION (ST. CITN)**

The Penal/Family/Traffic Code Statute for which the individual was convicted, or "zero" if unknown. See Statute Citation Type Codes in the TDCJ Code Table Manual.

**STATE READY (ST RDY)**

The date the inmate is "paper ready" or state ready to be sent to TDCJ ID.

**STATUS**

Offender's most recent status code.

|  |
|--|
| <b>CASEP</b> = Case pull                             |
| <b>NTO</b> = Notice to trial officials               |
| <b>PROC</b> = Mandatory or parole certificate issued |

**STATUS LETTER**

Displays a Y (yes) or an N (no) to indicate if a parole answer/status letter, i.e. further investigation or next review, was generated.

**STATUTE CITATION (T/C)**

**T** = the type of criminal code under which the offender was sentenced. **C** = the code statute of which the individual was convicted, or "zero" if unknown. See Statute Citation Type Codes in the TDCJ Code Table Manual.

**SUBSEQUENT REVIEW DATE**

Offender was denied parole and referred for future review. Approximately four months prior to the displayed date the offender will appear on a subsequent case pull.

**TDC NUMBER (TDC NO.)**

The inmate's previous or current TDCJ ID number.

**TIME EARNING STATUS**

The rate at which the individual's time is earned. Valid codes are:

- |                    |                                     |
|--------------------|-------------------------------------|
| <b>L1</b> - Line 1 | <b>S2</b> - State Approved Trusty 2 |
| <b>L2</b> - Line 2 | <b>S2 R</b> - SAT 2 Restricted      |
| <b>L3</b> - Line 3 | <b>S3</b> - State Approved Trusty 3 |
| <b>S1</b> - SAT 1  | <b>S4</b> - State Approved Trusty 4 |

See Classification Status Codes in the TDCJ Code Table Manual.

**TIME OUT CUST.**

Total time a bonded, escaped, mandatory supervision, paroled, or probated offender spent out of custody from previous release date to the re-arrest date.

**TPO REGION**

The Transitional Planning Office region code: **N** = North, **S** = South.

**TYC**

Indicates if the offender is a Texas Youth Commission transfer: **Y** = yes or **N** = no.

**USERID**

The sign-on ID of the user who entered or modified the record.

**V/17U**

Indicates if the offender's victim was seventeen years old or younger: **Y** = yes or **N** = no.

**VOTE DATE**

Date (MMDDYYYY) the Parole Panel voted to deny or approve the release of a DMS candidate.

**WARRANT DATE**

The date a warrant was issued by the Parole Board to revoke an individual's parole.

**WEIGHT (WT)**

The individual's weight.

**WORK TIME-DAYS**

The work time earned displayed in days.

**# OFFENSES**

The number of offenses for which the offender was most recently remanded to TDCJ authority.



3. Press Enter.

**NOTE:** You may not be cleared for every option listed on the menu .

Below is a list of the available IMF options and a description of the type of information provided or the function performed by the option.

**ASGN** - Assignment Unit, Status, Job, etc. Provides the inmate's current unit assignment, reason code for assignment, status (time earning) and job assignment. Also provides additional offender unit information, as well as the offender's solitary confinement status and Parole Board actions. For explanation of fields, see pages 42- 44.

**COMM** - Commitment Information. Displays the offender's detailed commitment information as provided by the county in which the offender was convicted. This information includes the county code, offense of conviction, sentence begin/ expiration dates, maximum serve time and sentence. In the case of multiple offenses, COMM will note if the sentences are to be served consecutively or concurrently. For explanation of fields, see pages 44 - 48.

**DETN** - Detainer Information. Allows users to view a list of detainers for an offender. Detainers are listed in numerical order with the offender information and the name of the detaining agency. For explanation of fields, see page 48 - 49.

**EDIC** - Education and Incarceration. Provides a detailed summary of an offender's educational background, test scores, and current educational and vocational participation. For explanation of fields, see pages 49 - 53.

**HIST** - Assignment History. Provides a summary by date of the offender's current and past unit assignment history. For explanation of fields, see pages 53 - 55.

**INRC** - Inmate Release Screen. Allows TDCJ Classification division to determine if an offender eligible for parole meets certain criteria prior to release (no outstanding warrants or detainers, any required DNA samples and sex offender registration data has been collected.)

**NOTES:** Can be accessed only from the Inmate Inquiry Functions menu screen.  
Displays data for all offenders, regardless of parole status.

**INRE** - Inmate Release. Displays release and time earning information, including good time earned/lost and mandatory release date for an offender. For explanation of fields, see pages 55 - 58.

**LIST** - Visitor List. Access restricted. (In Harris County, only D.A.'s Office employees are given access.) Provides an offender's approved visitors list. Includes the visitor's name, address and relationship to offender. Also provides the date of last contact and regular and special visit dates.

**NAME** - Name Inquiry. Allows users to search the database using an offender's name or state identification (SID) number. Once a search has been performed, users can select an offender's listing and transfer to other inquiries without having to return to the IMF Main Menu. For explanation of fields, see pages 58 - 59.

**TDCJ** - Pardons and Parole Inquiry. Provides access to the TDCJ Parole Division Main Menu. See page 92 for more information.

**TIME** - Time Calculations. Provides time-credit and time-calculation information for an offender. For explanation of fields, see pages 59 - 62.

See pages 36 - 38 for IMF menu option sample screens.

## **IMF Menu Options Record Displays and Transferring**

### **To view records for another offender from a displayed option:**

1. Type the offender's TDCJ ID number at the TDC NUMBER or NEXT REQUEST prompt.  
OR  
Type the offender's SID (state ID) number at the OR SID prompt.
2. Press Enter.

### **To transfer to another option:**

1. Type the four-character option code (ex. ASGN, NAME, etc.) at the NEXT REQUEST or TDC NUMBER prompt.
2. Press Enter.

## **PROGRAM FUNCTION KEY OPTIONS**

### **The following keys can be used from any IMF menu option:**

PF11 or PA1:                      Return to the IMF Menu.

PA2 or <Clear>:                Exit the system as described in "LOG-OFF PROCEDURES."

## NAME - Name Inquiry

The NAME option allows users to search the database using an offender's full or partial name or state identification (SID) number. Once a response is received, users can select an offender's listing and transfer to other inquiries without having to return to the IMF Main Menu.

### ACCESS METHOD

Select NAME from the IMF Menu. Press Enter.

\*\*\*\*\*

CSIMF400/INI401 TEXAS DEPARTMENT OF CRIMINAL JUSTICE 02/23/96 10:19  
INMTCICS/RWI5768 /CHBL INSTITUTIONAL DIVISION

#### CORRECTION TRACKING SYSTEM--NAME INQUIRY

| SIDNO    | TDCNO    | NAME                     | BIRTH DATE | RACE | SEX | UNIT |
|----------|----------|--------------------------|------------|------|-----|------|
| 00659865 | 00298910 | SMITH, A W               | 06/05/1930 | B    | M   |      |
| 03642411 | 00496491 | SMITH, AVA               | 12/06/1953 | B    | F   |      |
| 04401195 | 00000000 | SMITH, AUBREY LANE       | 11/18/1946 | B    | M   |      |
| 03580359 | 00514201 | SMITH, AGUSTIN ERICK     | 04/01/1964 | B    | M   |      |
| 02730736 | 00373683 | SMITH, AUSTIN HAL        | 11/26/1936 | W    | M   |      |
| 03647594 | 00000000 | SMITH, ACQUANELA METOYER | 12/14/1959 | B    | F   |      |
| 01414348 | 00452893 | SMITH, ADOFF NELSON      | 05/04/1951 | B    | M   | TC   |
| 04564199 | 00604780 | SMITH, ADDISON EDWARD    | 12/03/1941 | B    | M   |      |
| 03586471 | 00733514 | SMITH, AUDLEY BURNGHOM   | 10/19/1955 | B    | M   | NF   |
| 01388668 | 00396101 | SMITH, ADOLPHUS          | 10/20/1949 | B    | M   | MI   |
| 04096665 | 00635829 | SMITH, ADOLPHUS          | 09/30/1969 | B    | M   |      |
| 03849924 | 00705443 | SCHMIDT, ADOLFO C JR     | 01/28/1964 | W    | M   | HJ   |
| 04480253 | 00000000 | SCHMIDT, ADOLFO C. JR.   | 01/28/1964 | H    | M   |      |
| 05039842 | 00717755 | SMITH, ADAM JR           | 07/12/1974 | B    | M   | TL   |
| 05209956 | 00733580 | SMITH, ATIIM             | 05/31/1975 | B    | M   | NE   |

REQUEST: \_\_\_\_\_ ENTER SID OR NAME (LAST, FIRST MIDDLE): SMITH

SOUND ALIKE NAME SELECTION CONTINUES

PF3=FORWARD PF4=BACKWARD PF9=ALPHA SEARCH

\*\*\*\*\*

### To scroll through name records,

Press **PF3** to page forward and **PF4** to page backward.

**NOTE:** If PF4 is pressed on the first page of a response, the system will scroll backward to a batch of names less similar to the name inquired upon.

**To access records for an offender listed on the screen,**

1. Tab to the selection field beside the offender's listing and type an **S**.
2. Tab to the REQUEST field and type the four-character code for the option to be accessed (ex. EDIC).
3. Press Enter.

**To search for another offender,**

1. Tab to the ENTER SID OR NAME field.
2. Type the complete or partial name (Last,First Middle) or SID for the offender.
3. Press Enter.

**NOTE:** This method performs name searches utilizing the Soundex system.

**To alphabetize the entire name database,**

1. Type an **A** in the ENTER SID OR NAME field.
2. Press Enter.

**To alphabetize by one character or by a name,**

1. Type one character of the last name or type a partial name (ex. Jenkins,G) in the ENTER SID OR NAME field.
2. Press **PF9**.

**NOTE:** This method will perform an exact match name search.

## COMM - Commitment Information

Option COMM displays the offender's detailed commitment information, as provided by the county in which the offender was convicted. This information includes the county code, offense of conviction, sentence begin and sentence expiration dates, maximum serve time and sentence. In the case of multiple offenses, a code will reveal if the sentences are to be served consecutively or concurrently.

### ACCESS METHOD

Select **COMM** from the IMF Menu. Press Enter.

```
*****
CSIMF800/INI 801          COMMITMENT INQUIRY          12/13/94  14:55:31
INMTCICS/TCA8707 /P018  TDCJ-ID NO: 00625532 SID NO: 02934893
NAME: JOHNSON, WILLIE      APPL: Y  STATUS: A RD BC S3  #OFF: 01
OLD TDC #: 000000          CNTY CONV: 057              65TH
OFF-REC: 0915             PRJ RL: 11-06-1997   REC: 03-25-1982   MAX-TERM: 37Y OM OD
PEN-REC: 000000 MAX-EX: 08-23-2018 BEGIN: 08-23-1981 PAR-ELIG: 06-24-1993
                                  DEFADJ:      INMATE TYPE: ID

OFFCD: 0915  MURDER W/DEADLY WPN  3RD  DEADWPN  FLAT ONLY  65TH
PENAL:000.000  MS:Y  PLEA:G  CAUSE:F81-32123-MKP CNT:  OFF:10-23-1981
CC  CNTY  OFF:057  CNTY/CRT:057 203  MAX TERM:  35 Y OM OD  BEG:10-24-1981
MIN EXP:11-06-1997 MAX:08-23-2018 PAR ELIG:06-24-1993 SENTENCED:03-15-1982
AC-A OFF TDCNO: 333333          PC SUBSEC: UNK      CTO DATE 01-01-0001

PF7:SCROLL UP,  PF8:SCROLL DOWN,  PF2:TOP OF LIST,  OR NEXT REQUEST _____
END OF OFFENSES;  ALL OFFENSES HAVE BEEN DISPLAYED
*****
```

#### **To scroll through additional records, if multiple records exist,**

Press PF7 to page forward, PF8 to page backward and PF2 to return to the first or controlling offense.

#### **To view commitment information for another offender,**

Type the offender's TDCJ ID number in the NEXT REQUEST field.

#### **To view another option,**

Type the four-character option code (ex. ASGN) in the NEXT REQUEST field.

## **IMF Glossary**

This glossary contains an alphabetized listing of system and procedural terms that are used in the Inmate Inquiry process. In the next section, the Inmate Inquiry System options are listed along with the alphabetized data fields from each screen.

### **ABORT**

To cancel, or end a program, command, or procedure while it is progress.

### **AGENCIES**

Refers to all state agencies, including institutions of higher education.

### **BENCH WARRANT**

A document issued by a judicial officer directing that a person be brought to court for formal judicial proceedings.

### **BOC**

Bureau of Classification. Also known as Inmate Records, or the Classification Records office. This Institutional Division office operates under the supervision of the Chairperson of the State Classification Committee. The BOC is responsible for maintaining all permanent inmate files and records (excluding medical records), including the records of all inmates previously incarcerated in the Institutional Division. The BOC also processes all records relating to requests for temporary furloughs, inmate good-conduct-time awards, inmates' affiliation with a disruptive group, etc. The BOC also approves official inmate visiting lists, and prepares inmate records in cases requiring review by the State Classification Committee (SCC).

### **CAUSE NUMBER**

The unique case number assigned to an offense (violation of law) by a district court.

### **CLASSIFICATION**

A process of systematically grouping inmates according to security and program needs and requirements. This is accomplished through personal interviews, medical and mental health evaluations and educational assessments, life history reviews, and examinations of information relative to criminal history and background.

### **CONTROLLING OFFENSE**

The controlling offense is the offense the offender will be required to serve the most time on.

**COURT NUMBER**

Statutorily mandated district court number of the court where individual was sentenced.

**CRD**

Continue review date. A Parole Board decision to review an inmate at a later date (status date) normally within one to three years.

**DETAINER**

A notice issued to prison officials by a law enforcement agency that presents outstanding criminal charges against an inmate.

**E.A.**

Educational achievement level. A test administered to each offender to determine whether participation in educational programs will be mandatory or optional.

**FI PROCESS**

Further investigation process. This code indicates that an offender has been approved for parole pending "further investigation." This is a favorable Parole Board action to continue the inmate in the parole process.

**FLAT TIME**

Calendar time served. This is the actual time served (no good time included).

**HD316**

A form used to request an offender's educational information/transcript from an educational institution the offender reportedly attended.

**INITIAL REVIEW**

The first review of an offender's case by the Parole Board.

**MANDATORY SUPERVISION**

The release of an inmate from prison confinement, but not on parole and not from legal custody of the state, to serve the remaining sentence day-for-day outside the prison institution under such conditions and provisions of supervision as may be determined by the Pardons and Parole Division. Inmates are released to mandatory supervision when the amount of good-conduct time earned plus calendar time served equals the maximum sentence. Inmates whose offenses were committed on or after September 1, 1987, and whose offenses are statutorily defined as being assaultive (3G), are not eligible for release to mandatory supervision.

**MROP**

Mental Retardation Offender Program based at the Beta I unit.

**OFFENDER**

An offender is a person imprisoned in the TDCJ Institutional Division, an administrative releasee, or a person confined in a county jail awaiting transfer to the TDCJ Institutional Division or awaiting a revocation hearing.

**OJT**

On-the-job-training. An offender can receive good-time credit for on-the-job-training if eligible to receive such credit.

**OUT OF CUSTODY TIME**

The amount of time between the date the individual was last released from TDCJ custody and the date he was rearrested, if the sentence begin date for the offense is prior to the date he was last released.

**PENAL CODE**

The code of law concerning the crime and punishment.

**PHOP**

Physically Handicapped Offender Program.

**PMA93**

Prison Management Act 1993. Allowed offenders to be released on parole before physically arriving at TDCJ ID. Used to alleviate prison overcrowding.

**PULHES**

PULHES is an acronym for the medical classification system used to classify each inmate on the basis of his capabilities and limitations as determined by medical and/or mental health professional staff.

**SAT**

State Approved Trusty (I, II, IIR, III, IV, etc.). See Good-Time Earning Status codes in TDCJ Code Table Manual.

**SB1167**

Senate Bill 1167. Previously allowed an inmate who was incarcerated for a technical violation of parole to be awarded the good time from the previous incarceration.

**SERVE ALL (SA)**

Serve-all board action. A Board decision against paroling an inmate who has less than three years until he is eligible for mandatory supervision or discharge.

**UNIT**

The offender's TDCJ ID unit, facility, or other place of assignment.

## IMF Data Field Explanations

The menu options for the IMF system are listed alphabetically (ASGN, COMM, etc.) and the data fields on each screen are alphabetized and explained below.

### **ASGN - CURRENT UNIT, STATUS, JOB, ETC.**

#### **APPEAL/PROBATION CODE**

Displays a **Y** (Yes) if the offender's case has been appealed. Probation Code is not captured at this time.

#### **CELL**

The inmate's current TDCJ cell assignment.

#### **CUSTODY**

The inmate's current custody level. See Custody Codes in the TDCJ Code Table Manual.

#### **DATE ASSIGNED**

The date the inmate was assigned to his/her current unit.

#### **ENTER NEXT TDC NUMBER**

Enter the next request, either another TDCJ number, or a code name for another screen (ex. EDIC).

#### **HSNG ASSIGNMENT**

The inmate's current housing assignment.

#### **INMATE STATUS**

The inmate's current classification (time earning) status. Valid codes are:

|                    |                                     |
|--------------------|-------------------------------------|
| <b>L1</b> - Line 1 | <b>S2</b> - State Approved Trusty 2 |
| <b>L2</b> - Line 2 | <b>S2 R</b> - SAT 2 Restricted      |
| <b>L3</b> - Line 3 | <b>S3</b> - State Approved Trusty 3 |
| <b>S1</b> - SAT 1  | <b>S4</b> - State Approved Trusty 4 |

See Classification Status codes in TDCJ Code Table Manual.

#### **JOB ASSIGNMENT**

The inmate's current job assignment or assignment status.

#### **MAX EXP DATE**

Maximum expiration date. Date an offender's sentence will expire.

**MAX SENTENCE**

The maximum length of time in years, months, and days that the offender was sentenced to serve.

**MEDICAL CLASS**

The medical class code for this offender.

\_\_ - No information.

\_9 - Updated to the PULHES system.

**PRIOR NUMBER**

The offender's previous TDCJ number, if applicable.

**PRJ REL DATE**

The projected release date for an offender refers to mandatory supervision release. If an inmate is eligible for this type of release and not paroled, he will be released on this date.

**REC/DEP CODE**

The Receive or Departure Code assigned to the offender when he/she was received or departed from TDCJ ID. See Receive or Departure Codes in the TDCJ Code Table Manual.

**RSN ASSIGNED**

The reason the offender was assigned to the current unit. See Receive, Departure or Reason Assignment Codes in the TDCJ Code Table Manual

**SOLITARY STATUS**

The date the offender was moved into solitary confinement, if applicable.

**STATUS**

The offender's incarceration status:

**Active** = currently confined

**Permanent Inactive** = offender is no longer confined due to Parole, Discharge, etc.

**Temporary Inactive** = offender has been temporarily released from TDCJ ID custody for Bench Warrant, Furlough, Medical, etc.

**STATUS DATE**

The date of the last inmate status change.

**TDC CAL INITIAL PAROLE REVIEW DATE**

The projected initial parole review date.

**TDC RECEIVE DATE**

The date that the offender was received by TDCJ ID.

**TYPE**

The offender/inmate type code.

**HC** = Harris County Detention Center transfer inmates

**ID** = TDCJ ID inmates (including Interstate Compact and boot camp inmates)

**IS** = Intermediate sanction facility inmates

**JC** = State jail inmates

**SP** = Substance abuse inmates

**TF** = State transfer facility inmates.

**UNIT (HOUSING UNIT)**

If the record is for a current TDCJ ID inmate, the inmate's current unit code assignment displays. See TDCJ-ID Units in the TDCJ Code Table Manual.

**VOTED PAROLE ACTION**

The most current Parole Board action for the Parole Review Process. See the Parole Review Process and Action Codes in the TDCJ Code Table Manual.

**VOTED PAROLE DATE**

The date of the next Parole Board action.

**COMM - COMMITMENT INFORMATION SCREEN****# OFF**

The number of offenses received for this offender.

**1D, 2D, 3D**

The degree of the offense: 1st, 2nd, or 3rd degree. This field may be blank if the degree was not issued.

**65TH**

The legislative session that authored the law which was in effect when the offense was committed.

**AC-A**

Contains appeal and/or SAIP codes, if a **Y** displays in the APPL field. See Appeal Codes and SAIP Codes in the TDCJ Code Table Manual.

**AGG**

AGG displays following the degree of the offense if the offense was aggravated. Will be blank if the offense was not aggravated.

**APPL**

Displays a **Y** (Yes) if the offender's case has been on appeal and/or if the offender was assigned to the Special Alternative Incarceration Program (SAIP). See the field containing AC-A for appropriate codes.

**BEG**

The sentence begin date. The date on which the offender began serving the sentence for the listed offense.

**BEGIN**

The sentence begin date for the controlling offense.

**CAUSE**

The unique cause number assigned to the offense by the convicting county.

**CC/CU**

Indicates if the sentence for the offense is **CC** = Concurrent or **CU** = Cumulative, or Consecutive, or Stacked.

**CNT**

The count number assigned to the offense. The field will be blank if only one count is received.

**CNTY CONV**

The three-digit county code for the county in which the offender was sentenced for the controlling offense. See Texas County Codes in the TDCJ Code Table Manual.

**CNTY/CRT**

The three-digit county code and district court number in which offender was convicted for the displayed offense. See County and District Court Codes in the TDCJ Code Table Manual.

**CNTY OFF**

The three-digit county code for the county in which the offense was committed. See Texas County Codes in the TDCJ Code Table Manual.

**CTO DATE**

Ceased-to-operate date. A default display field, it applies only to consecutive (CU) sentences. If the code 01-01-0001 displays, the offender has either been sentenced to a concurrent (CC) sentence or the offender is still serving time for the listed offense or another offense. If a date appears in this field, the defendant completed the sentence for the listed offense and has begun serving the time for the next sentence.

**DEADWPN**

DEADWPN displays following the "Aggravated Offense indicator" if a deadly weapon was used in the offense. Will be blank if a deadly weapon was not used.

**DEFADJ**

Deferred Adjudication. Not currently in use.

**FLAT-ONLY**

Displays Flat-Only, Flat-35Y (35 years), or Flat-40 (40 years) if the offender was sentenced to serve flat time. Blank if no flat time was issued.

**INMATE TYPE**

The offender/inmate type code.

**HC** = Harris County Detention Center transfer inmates

**ID** = TDCJ ID inmates (including Interstate Compact and boot camp inmates)

**IS** = Intermediate sanction facility inmates

**JC** = State jail inmates

**SP** = Substance abuse inmates

**TF** = State transfer facility inmates.

**MAX**

Maximum expiration date. The date an individual offense sentence will expire.

**MAX-EX**

Maximum expiration date. The date the controlling offense sentence will expire.

**MAX TERM**

Displays the maximum term in years, months, and days the offender was sentenced to serve for an individual offense.

**MAX-TERM**

Displays the maximum term in years, months, and days the offender was sentenced to serve for the controlling offense.

**MIN EXP**

Displays the projected minimum expiration date (mandatory supervision release date) for the offense based on the offense, relationship, and status change information.

**MS**

Displays the mandatory supervision calculation code **Y** (yes) or **N** (no). An **N** indicates that an inmate is non-mandatory due to the type of offense committed.

**(MURDER W/DEADLY WPN)**

The offense description. Displays following the OFFCD field.

**NEXT REQUEST**

Enter the next request, either a TDCJ number or the code name for another screen.

**OFF**

The date the offense was committed.

**OFF**

**##** Displays only if the defendant received a consecutive sentence. Enumerates the offenses for which the defendant was sentenced.

**OFFCD**

The NCIC offense code for the offense committed.

**OFF-REC**

The NCIC offense code for the controlling offense. The controlling offense is the offense on which the offender will be required to serve the most time.

**OFF TDCNO**

The TDCJ number the offender is incarcerated under for this offense.

**OLD TDC number**

The previous TDCJ number for this offender, if applicable.

**PAR ELIG**

The projected parole eligibility date when the offender will be time-eligible for reviews for consideration of parole.

**PAROLED**

A secondary heading for the CTO DATE field. Applies only to consecutive (CU) sentences. Displays the date the offender was paroled on the listed offense.

**PC SUBSEC**

Penal code sub-section. Displays the penal code subsection related to the offense that requires the offender to serve flat time; otherwise, displays UNK (unknown). Field will not display for sentencing entered before June 1996.

**PEN-REC**

The penal code for the controlling offense.

**PENAL**

The penal code for the listed offense.

**PLEA**

The plea entered for the offense: **G** = Guilty, **C** = Nolo Contendere, or **N** = Not Guilty.

**PRJ RL**

The projected release date for an offender refers to mandatory supervision release. If an inmate is eligible for this type of release and not paroled, he will be released on this date.

**REC**

The date the offender was received by TDCJ ID.

**REL**

The relationship number for cumulative offenses. The relationship number displays below the REL on the screen. REL will not appear if the sentence is not cumulative.

**SENTENCED**

The date the sentence was issued by the court for this offense.

**SID NO**

The state identification number (SID) for the offender.

**STATUS**

The inmate's current incarceration status (**A** = active or currently confined; **P** = permanent inactive or offender is no longer confined due to parole, discharge, etc.; **T** = temporary inactive or offender has been temporarily released from TDCJ ID custody for bench warrant, furlough, medical, etc.). Also, the inmate's TDCJ receive or departure code, unit assignment, and good time-earning status codes display. See Receive Codes, Departure Codes, TDCJ-ID Units, and Classification Status Codes in the TDCJ Code Tables Manual.

**DETN - DETAINER INFORMATION SCREEN****ADDRESS**

The address of the agency that placed the detainer on the offender.

**AGENCY**

The name of the agency that placed the detainer.

**DATE**

The date the detainer was placed for the offense listed.

**DETAINERS**

The number of detainers that have been entered for this offender in the TDCJ ID Inmate Detainer database.

**INMATE**

The inmate's TDCJ number.

**NAME**

The name of the offender (Last,First Middle).

**NEXT REQUEST**

Enter the next request, either a TDCJ # or a code name for another screen (ex. ASGN).

**OTH DETN**

**ST JAIL** = State jail detainer

**SAFPF** = Substance abuse felony punishment facility detainer

**REF NO**

The reference number for the detainer listed.

**TYPE**

The type of detainer: **F** = Felony, **M** = Misdemeanor, or **U** = Immigration Naturalization Services.

**EDIC - EDUCATION AND INCARCERATION**

**BEGINNING EA SCORE**

The first Education Achievement test score the offender received.

**BEGINNING EA SCORE DATE**

The date the offender first took the Education Achievement test.

**CF-SCORE**

The Culture Fair test score, if applicable. This intelligence test is administered if the inmate's score on the Revised Beta II (first intelligence test) does not meet the minimum score. It is used to determine if the first test was culturally biased.

**CF-SCORE DATE**

The date of the Culture Fair test, if applicable.

**COL DEG**

Displays a **Y** (yes) if the offender earned a college degree while in TDCJ ID.

**COL (CLAIMED OUTSIDE ED)**

Two-digit code indicating the level of college the offender claims to have completed outside of TDCJ ID. Codes are 01 - 06, one year of college through six years of college.

**COL DEG (CLAIMED OUTSIDE ED)**

The code for the college degree the offender claims to have received outside of TDCJ ID.

**A** = Associate's degree

**B** = Bachelor's degree,

**M** = Master's degree

**D** = Doctorate

**COL (VERIFIED OUTSIDE ED)**

The outside college education level that has been verified.

**COL DEG (VERIFIED OUTSIDE ED)**

The outside college degree that has been verified.

**COL PAR ACA**

College participation academic field. Displays a **Y** (yes) if the offender has participated in a college academic program.

**COL PAR VOC**

College participation vocational field. Displays a **Y** (yes) if the offender has participated in a college vocational program.

**DT**

Date that an offender will be eligible for college classes. A date displays in this field only if the offender became ineligible due to his own actions. The date will be removed when the ineligibility period is completed.

**EA MATH**

The offender's Education Achievement math test score.

**ED/VOC A**

Educational/vocational A field. Displays a brief description if the offender has received a good-time achievement level credit of A for vocational, or on-the-job skill certification.

**ED/VOC B**

Educational/vocational B field. Displays a brief explanation if the offender received a good-time achievement level credit of B for TDCJ ID-sponsored educational programs, which result in the award of a high school diploma, GED certificate, AA degree, bachelor's degree, or other higher education.

**ED/VOC C**

Educational/vocational C field. Displays a brief description if the offender received a good-time achievement level credit of C for a combination of A & B credits. An offender must have class A vocational training credits, class B educational completion credits, and class A on-the-job work skill credits within the same period of incarceration. Various combinations of the three programs are available to achieve Class C awards; however, the offender must have achieved Class A on-the-job skill certification.

**ELIGBL COL**

Eligibility for college courses.

**Y** = Offender previously ineligible due to actions. Probation period has expired.

**N** = Offender currently ineligible

**\_** = Offender has never been barred

**GED**

The GED field displays a **Y** (yes) if the offender earned a GED inside TDCJ ID, or an **N** (no) if the offender failed the GED inside TDCJ ID, blank if the offender has not taken the GED test.

**HD316 APPROVD**

Displays a **Y** (yes) if an approved HD316 form has been received in Windham School District's (WSD) records office for the offender and if the offender qualifies to be considered for a WSD program.

**HIGHEST EA SCORE**

The offender's highest Education Achievement (grade level) test score received in TDCJ ID.

**HIGHEST EA SCORE DATE**

The date of the highest EA test score.

**IQ SCORE**

The offender's intelligence quotient score.

**IQ SCORE DATE**

The date of the IQ test.

**LEP LEVEL**

The Limited English Proficiency level score.

**LEP LEVEL DATE**

The date the offender received the Limited English Proficiency test.

**MROP-CD**

The Mentally Retarded Offender Program test score code, if applicable.

**A** = Above MROP standards or passed

**B** = Below MROP standards or failed

**MROP-CD DATE**

The date of the MROP test, if applicable.

**SEC (CLAIMED OUTSIDE ED)**

Secondary education claim field. Displays the level of education the offender claims to have obtained outside TDCJ.

**00** = No grades completed

**01-11** = First through eleventh grades completed

**12** = Successfully completed high school

**SEC DEG (CLAIMED OUTSIDE ED)**

Secondary education claim degree field. Displays a code for the secondary education degree the offender claims to have received outside TDCJ.

**H** = High school diploma

**G** = Passed GED

**F** = Failed GED

**SEC (VERIFIED OUTSIDE ED)**

Secondary education claim verified field. Displays the level of outside secondary education that has been verified.

**SEC DEG (VERIFIED OUTSIDE ED)**

Secondary education claim verified degree field. Displays a code for the outside degree that has been verified.

**SPECIAL PGM PAR**

Special program participation field. Displays a **Y** (yes) if the offender has participated in a Windham School District special program.

**SPECIAL STAT**

Field is no longer used.

**TYPE**

The type code for the highest EA test score.

**T** = Test of Adult Basic Education. This is the only type code used at this time.

**WSD PAR ACA**

Windham School District participation in academic. Displays a **Y** (yes) if the offender has participated in a Windham academic program.

**WSD PAR VOC**

Windham School District participation in vocational. Displays a **Y** (yes) if the offender has participated in a Windham vocational program.

**PF-KEY FUNCTIONS**

The following PF-key options allow users to view detailed records about an offender's educational history. Instead of pressing a PF key, you may type the one-character code in the REQST field and press Enter.

|               |   |
|---------------|---|
| PF1-HELP:     | Press PF1 to access Help screen.  |
| PF3-EXIT:     | Press PF3 to access the Windham School District Main Menu.  |
| PF11/I-Asm:   | Type <b>I</b> in the REQST field and press Enter, or press PF11 to access the Assessment Data screen.   |
| PF12/U-UPD:   | Access restricted.  |
| A-Att (PF17): | Type <b>A</b> in the REQST field and press Enter, or press PF17 to view the offender's attendance record. From the ATTENDANCE screen, the SCROLL BY MONTH (M) OR CLASS (C) field can be used to scroll through attendance records by class (C) or to view attendance history by month (M). To locate the name of a class from |

the Attendance screen, type **S** and press Enter.

- B-Col:** Type **B** in the REQST field and press Enter to view the offender's college registration review information.
- C-Ach (PF16):** Type **C** in the REQST field and press Enter, or press PF16 to view the offender's academic and/or vocational achievements during incarceration.
- E-Eas (PF18):** Type **E** in the REQST field and press Enter, or press PF18 to view the offender's sectional and overall Education Achievement test scores.
- F-Cnl:** Type **F** in the REQST field and press Enter to view the offender's medical and academic counseling and testing review information.
- G-Ged (PF19):** Type **G** in the REQST field and press Enter, or press PF19 to view the offender's GED test results.
- M-Rpt (PF21):** Type **M** in the REQST field and press Enter, or press PF21 to print the offender's Vocational Trade Completion Report. Access is restricted.
- P-PARTICIPATION (PF23):** Type **P** in the REQST field and press Enter, or press PF23 to view a list of classes in which the offender participated along with the total number of hours attained.
- R-Crt:** Access is restricted.
- S-Cls (PF22):** Type **S** in the REQST field and press Enter, or press PF22 to view information about the offender's participation in classes or subjects taught by either Windham or a college.
- W-Dwl:** Type **W** in the REQST field to view an offender's class waiting list (offender approved to attend but class is not available).

**NOTES:** On the Windham School System screens, the EDIC screen is referred to as **H** or **HEADER**. Type **H** and press Enter to return to that initial screen.

To transfer from EDIC to another IMF transaction, type the four-character transaction code (ex. ASGN, HIST, INRE) in the REQUEST field and press Enter.

### **HIST - ASSIGNMENT HISTORY**

#### **BOND**

The Bond field displays when a bench warrant has been received to release offender to

custody of state or county issuing warrant. Displays a **B**, if a bond was posted when the offender was released on a bench warrant.

**DATE**

The date of the entry.

**DATE ASSIGNED**

The date the offender was assigned to the current unit.

**LAST B/W LOC**

Last bench warrant location. This field displays when a bench warrant has been received. Contains the three-digit county code or the two-character state abbreviation for the county or state the offender was last released to on bench warrant.

**RACE**

The race of the offender.

|                     |                    |
|---------------------|--------------------|
| <b>B</b> = Black    | <b>O</b> = Other   |
| <b>H</b> = Hispanic | <b>U</b> = Unknown |
| <b>W</b> = White    |                    |

**REASON FOR ASSIGNMENT**

A brief description of the transaction that affected the offender's unit assignment (i.e., **Assignment, Temporary, Release**, etc.). See Receive, Departure, or Inmate Inquiry Reason for Assignment Codes in the TDCJ Code Table Manual.

**REC/DEP CODE**

Displays the transaction code that reflects the reason for the assignment. See Receive or Departure Codes in the TDCJ Code Table Manual.

**RSN. ASSIGNED**

A brief description of the reason the offender was assigned to the current unit. Valid reasons are: **Assignment** (permanent assignment) and **Temporary** (temporary assignment for medical, hearings, or work program).

**TYPE**

The offender's inmate type.

|           |   |   |
|-----------|---|---|
| <b>HC</b> | = | Harris County Detention Center transfer inmates.      |
| <b>ID</b> | = | TDCJ inmates (Interstate Compact and boot camp also). |
| <b>IS</b> | = | Intermediate sanction facility residents.             |
| <b>JC</b> | = | State jail confinees.                                 |
| <b>SP</b> | = | Substance abuse clients.                              |
| <b>TF</b> | = | State transfer facility inmates.                      |

**UNIT**

Displays the unit abbreviation for the unit affected by the discharge, receive, or transfer transaction.

## **INRC - INMATE RELEASE SCREEN**

**TDCJ NO through SEN.LEN. DAYS** (fields displayed in upper portion of screen)

See SR00 Data Field Explanations, pages 19 – 31.

### **ACTIVE WARRANT**

If there is an active warrant for the offender, displays White (Parole Revocation) or Blue (Pre-Revocation).

### **DATE DNA TAKEN**

Date the offender's DNA sample was supplied to TDCJ.

### **DETAINER**

Displays a **Y** (yes) or an **N** (no) to indicate if there is an outstanding notice issued to prison officials by a law enforcement agency that presents outstanding criminal charges against an inmate.

### **DETAINER AGENCY**

If a **Y** (yes) displays in the DETAINER field, contains the name of the agency that issued the detainer.

### **DETAINER REL. TYPE**

Detainer Release Type. Indicates authority (ex. county, judge, or federal) that released the detainer.

### **DETAINER TYPE**

The type of detainer: **F** = Felony, **M** = Misdemeanor, or **U** = Immigration Naturalization Services.

### **DNA SAMPLE REQUIRED**

Displays **Y** (yes) or **N** (no) to indicate if offender is required to supply a DNA sample (Offenders sentenced under Penal codes: Section 19.02 <murder>, Section 22.02 <aggravated assault>, Section 30.02 <burglary>, or Chapter 62, CCP <sex offender>.)

### **DNA SAMPLE TAKEN**

Displays **Y** (yes) or **N** (no) to indicate if offender provided a DNA sample.

### **SEX OFFENDER**

Displays **Y** (yes) or **N** (no) to indicate if offender is required to register as a sex offender prior to release.

### **WARRANT DATE**

Date (YYYY-MM-DD) warrant indicated in ACTIVE WARRANT field was issued.

### **WARRANT NO.**

If an active warrant is listed in ACTIVE WARRANT, displays the warrant number.

## **INRE - INMATE RELEASE INQUIRY**

### **APPEAL CODE / SAIP CODE**

Displays the appeal code if the offender's case has been on appeal, or the Special Alternative Incarceration Program (SAIP) code, if applicable. See Appeal Codes and SAIP Codes in the TDCJ Code Table Manual.

### **BONUS TIME**

The amount of bonus time, in days, that the offender has received towards his/her sentence.

### **CALCULATION DATE**

The calculated release date, based on flat, good, work time, etc.

### **CLEMENCY DSCH DATE**

The projected clemency discharge date.

### **DATE LOST TIME WAS CHGD**

The last date the lost time (see good time lost) was changed.

### **EV**

The education and vocation credits the offender received while incarcerated at TDCJ ID.

### **GOOD TIME EARNED**

The number of good-time days earned towards sentence.

### **GOOD TIME LOST**

The number of earned good-time days the offender lost due to disciplinary reasons.

### **JAIL GOOD TIME**

Did the offender receive jail good-time credit? **YES** or **NO**.

### **LEGISLATURE**

The legislative session that authored the law that was in effect when the offense was committed.

### **MAX SENTENCE DAYS**

The maximum sentence in days.

### **MAXIMUM EXP DATE**

The date an offender's sentence will expire.

**MAXIMUM TERM YMD**

The maximum length of time in years, months, and days that the offender was sentenced to serve.

**OFFENSE OF REC/# OFF**

The NCIC offense code for the controlling offense (offense of record). This is the offense for which the offender will serve the most time.

**PAROLE/MS CALC CD**

The calculation code used to project release date (**mandatory, non-mandatory, flat time, no flat time, good time, no good time.**)

**PENAL CODE**

Penal code for the controlling offense.

**POSTAGE OWED**

The amount of postage owed by the offender for indigent supplies.

**PREVIOUS MAXM EXP DT**

Previous maximum expiration date. The date previously entered as the maximum expiration date.

**PROCLAMATION**

The proclamation number received for the offender's discharge.

**PROJECTED REL DATE**

Projected release date for an offender refers to mandatory supervision release. If an inmate is eligible for this type of release and not paroled, he will be released on this date.

**RECORD STATUS**

The offender's record status on release file.

**Active** - offender currently confined in TDCJ ID

**Inactive** - offender no longer confined

**Temporary Inactive** - offender temporarily released

**RELEASE DATE**

Date of the offender's last release from TDCJ ID custody.

**RELEASE TYPE**

The offender's type of release.

**Parole**            **Mandatory Supervision**

**Probation**      **Discharge**

**RESTITUTION**

Was the offender required to pay restitution as part of his/her sentence? **Required** or **Not Required** will display.

**SENTENCE BEGIN**

Date the offender began serving the sentence for the controlling offense.

**SEX/RACE/EDUC ACHV CD**

Gender, race and education achievement code for the offender while incarcerated at TDCJ ID. Education achievement codes signify various numbers of days credited:

- A** = Received an OJT (on-the-job training) or vocational credit.
- B** = Received credit for education program completed in TDCJ ID, or for combination of vocational and OJT.
- C** = Received credit for any combination of OJT, vocational, or educational programs completed.

**TDC RECEIVE DATE**

Date the offender was received by TDCJ ID.

**TIME OUT OF CUSTODY**

The number of days the offender spent out of jail or TDCJ ID custody between incarcerations, if the sentence begin date for the offense is prior to the date he was last released.

**TIME OWED YMD**

The time remaining on the full sentence in years, months, and days at the time of release.

**TOTAL FLAT TIME**

The total amount of flat time days (calendar time) earned towards his/her sentence at time of release.

**TOTAL TIMES IN SOL**

The total number of times the offender was in solitary confinement while incarcerated.

**UNEARNED GOOD TIME**

The amount in days of good time the offender was scheduled to receive, but did not receive due to disciplinary reasons or unexcused absences.

**UNEARNED WORK TIME**

The amount in days of work time the offender was scheduled to receive, but did not receive due to disciplinary reasons or unexcused absences.

**UNEXCUSED ABSENCES**

The number of unexcused absences the inmate received against his/her good time.

**WORK TIME EARNED**

The number of work-time days earned for assigned responsibilities.

**WORK TIME LOST**

The amount of earned work time in days the offender lost due to disciplinary reasons.

**LIST – VISITORS LIST SCREEN** (For DA personnel only, group Harris VL.)**ADDRESS**

The visitor's address.

**CONTACT VISIT ELIG**

Is the offender eligible for contact visits? **Y** = yes. **N** = no.

**HSNG ASSIGNMENT**

The offender's current housing assignment.

**LAST VISITOR LIST CHANGE**

The date the offender's visitor list was last changed.

**STAT/CUST**

The offender's current classification (time-earning status). Time-earning status also includes the inmate's education achievement. See the Classification Status Codes in the TDCJ Code Table Manual.

**TDCJ RECV DT**

The date the offender was received into TDCJ ID custody.

**VISITATION RESTRICTIONS**

Restrictions for the visitor. See the Visitation Restriction Codes in the TDCJ Code Table Manual.

**NAME - NAME INQUIRY SCREEN****ENTER SID OR NAME (LAST, FIRST MIDDLE)**

Type the name of the offender (Last, First Middle) or the offender's SID number. Up to 28 characters can be entered.

**SELECTION PROMPT \_**

Type an **S** next to the SID of the offender you want to inquire upon. At the REQUEST prompt, type the four-character code of the option you want to view for the offender. Press ENTER.

**UNIT**

If the offender is currently housed by TDCJ ID, the code for the unit to which the inmate is assigned will display. See TDCJ-ID Units in the TDCJ Code Table Manual.

**TDCJ - PARDONS AND PAROLE INQUIRY**

Provides access to the TDCJ Parole Division Main Menu. See page 92 for additional information.

**PLEASE ENTER SELECTION OF CHOICE**

Enter the one- or two-digit number for the appropriate option.

**TIME - TIME CALCULATIONS SCREEN****APPEAL/PROB CD**

Displays the appeal code if the offender's case has been appealed. See Appeal Codes in the TDCJ Code Table Manual. Probation code is not captured at this time.

**AS OF**

Displays the current date.

**BONUS TIME**

The amount of bonus time earned in years, months, and days that the offender has received towards his/her sentence. The second part of the bonus time field displays the total amount of bonus time in days.

**DATE ASSIGNED**

The date (MM DD YY) the inmate was assigned to his/her current unit, and infraction/problem codes documented by Unit Classification. Call the Inmate Inquiry Functions contact for explanation of coding.

**DAYS CREDITED AS OF**

The date on which the offender began receiving credit.

**ENTER SCHEDULED RELEASE DATE MMDDYY**

Type the offender's Projected Release Date in MMDDYY format and press Enter to calculate the clemency date and the days left for the offender to serve to meet maximum expiration date.

**FLAT TIME**

The total amount of flat time (calendar time) the offender has earned toward his/her sentence. The second part of the field reflects the total amount of flat time earned in days.

**GOOD TIME**

The amount of good time in years, months, and days that the offender has earned towards his/her sentence. The second part of the field reflects the total amount of good time earned in days and the good time credit reasons (e.g., Education/Vocation Credits).

**GOOD/WORK LOST (OFFENSE OF RECORD)**

The number of good-time/work-time days lost due to disciplinary action(s) charged toward sentence.

**GOOD WORK LOST (WORST OF ANY OFFENSE)**

The number of good-time/work-time days lost due to disciplinary action toward the worst of any offense of record.

**JAIL DATE**

The date the offender was received at a county jail, if jailed after release on mandatory supervision or parole.

**JAIL GD TM RCD**

Did the offender receive good-time credit for time served in a county jail? **Yes** or **No**.

**LEGISLATURE**

The legislative session that authored the law that was in effect when the offense was committed.

**MANDATORY SUPV CALC CD**

Mandatory supervision calculation code. Displays **Y** (yes) or **N** (no). **N** indicates that an inmate is ineligible for mandatory supervision due to the type of offense committed.

**MAX EXP DATE**

Maximum expiration date. The date an offender's sentence will expire.

**MAX SENTENCE**

Maximum length of time in years, months, and days that the offender was sentenced to serve.

**MEDICAL CLASS**

The medical class code for this offender.

\_\_ - No information

9 - Updated to PULHES system

**OFFENSES**

The number of offenses received for this offender.

## **OUT OF CUSTODY**

The number of days the offender spent out of jail or released from TDCJ ID custody between incarcerations, if the sentence begin date for the offense is prior to the date he was last released.

## **PAROLE CALC CD**

Parole calculation code. Displays **Flat-Only**, **Flat & Good**, **Flat-35Y**, or **Flat-40** if the offender was sentenced to serve flat time. Blank if no flat time was issued.

## **PHOP**

If the offender is in the Physically Handicapped Offender Program, the type of handicap will display (ex. Mobile).

## **PMA93 CANDIDATE**

Is the offender eligible for the Prison Management Act of 1993 award? **Y** (yes) or **N** (no).

## **PMA93 POOL**

Is the offender eligible for the Prison Management Act of 1993 pool? **Y** (yes) or **N** (no). If TDCJ is certified as overcrowded, inmates in this pool would be released first.

## **PRIOR NUMBER**

Displays the offender's previous TDCJ number.

## **PRJ REL DEL**

The projected release date for an offender refers to mandatory supervision release. If an inmate is eligible for this type of release and not paroled, he will be released on this date.

## **RACE/SEX/CUST**

The race, sex, and current custody level of the offender. See Custody Codes in the TDCJ Code Table Manual.

## **RESTIT/REPAR**

Is the offender required to pay restitution as part of his/her sentence? **Required** or **Not Required** will display.

## **RSN ASSIGNED**

Displays the reason the inmate was assigned to the current unit. Some valid reasons are: **Assignment** (permanent assignment), **MED REL** (medical release), **M.S. REL** (mandatory supervision release), and **Temporary** (temporary assignment for medical, hearings, or work program). See Inmate Inquiry Reason for Assignment Codes or Departure Codes in the TDCJ Code Table Manual.

## **SB1167 REVIEW DATE**

The date the offender is eligible to be reviewed for time under the conditions of Senate Bill 1167.

**SENTENCE BEGIN DATE**

The sentence begin date for the controlling offense.

**STATUS**

Displays the inmate's current incarceration status, receive code or departure code, unit, good time-earning status, time credit, disciplinary (status code), and gang activity codes. See Departure Codes, Receive Codes, Unit Codes, Classification Status Codes, Time Credit Codes in the TDCJ Code Table Manual. Call the Inmate Inquiry Functions contact for explanation of coding.

**STATUS DATE**

The date the offender's custody status became effective.

**TDC CAL INITIAL PAROLE REVIEW DATE**

The projected initial parole review date.

**TDC RECEIVE DATE**

The date the offender was received at TDCJ ID.

**TIME LEFT TO SERVE**

The days left for the offender to serve. Displays only if scheduled release date is entered.

**TIME LOST DATE**

The last date the lost time was changed.

**TO CALCULATE CLEMENCY DATE**

The clemency date calculated for the offender. Displays only if scheduled release date is entered.

**TOTAL TIME**

The amount of total time in days that the offender has received towards his/her sentence.

**VOTED PAROLE ACTION**

The most current Parole Board action code for the parole review process. See Parole Review Process & Action Codes in the TDCJ Code Table Manual.

**VOTED PAROLE DATE**

The date of the next scheduled Parole Board review.

**WORK TIME**

Work-time earned for assigned responsibilities in years, months, and days. The second part of the field displays the total amount of work time earned in days.

# CTS — Corrections Tracking System Access Menu

CTS offers access to demographics, sentencing, offense and parole information for the most recent offense that caused an offender to come under TDCJ supervision. Offenders can be under current supervision or released from supervision. The offenders can be housed in TDCJ, paroled in absentia, Interstate Corrections Compact prisoners/parolees, or released from a county jail after serving time.

## DIRECT ACCESS METHOD

Type **CTS0** and press Enter.

**NOTE:** The 0 in CTS0 is a numeric zero.

```
*****
CSINCTS0/INCTS0          TEXAS DEPARTMENT OF CRIMINAL JUSTICE    02/23/96 13:21
INMTCICS/RWI5768 /CHBL   CORRECTIONS TRACKING SYSTEM
                           COUNTY INQUIRY ACCESS MENU

ENTER "N" FOR NAME/SID NUMBER INQUIRY
OR
ENTER SID NUMBER FOR OFFENDER DATA

_____ <== SELECTION

CLEAR=END                FOR HELP PLACE CURSOR ON DATA FIELD/PRESS PF1
*****
```

**To transfer to an inquiry screen where an offender's name or partial SID can be entered,**

1. Type an **N** in the SELECTION field.
2. Press Enter.

**To transfer to a person's Offender Data screen,**

1. Type the offender's SID in the SELECTION field.
2. Press Enter.

## Name Inquiry in CTS

The Name Inquiry option allows the user to search the database using an offender's full or partial name or full or partial SID. Once a search has been executed, the user can select an offender's listing and transfer to the individual's Offender Data information.

### ACCESS METHOD

Type an N in the SELECTION field on the CTS Access Menu.

\*\*\*\*\*

CSIMF400/INI401                    TEXAS DEPARTMENT OF CRIMINAL JUSTICE    02/23/96 10:19  
INMTCICS/RWI5768 /CHBL                    INSTITUTIONAL DIVISION  
CORRECTION TRACKING SYSTEM--NAME INQUIRY

| SIDNO      | TDCNO  | NAME                     | BIRTH DATE | RACE | SEX | UNIT |
|------------|--------|--------------------------|------------|------|-----|------|
| 00659865   | 298910 | SMITH, A W               | 06/05/1930 | B    | M   |      |
| - 03642411 | 496491 | SMITH, AVA               | 12/06/1953 | B    | F   |      |
| - 04401195 | 000000 | SMITH, AUBREY LANE       | 11/18/1946 | B    | M   |      |
| - 03580359 | 514201 | SMITH, AGUSTIN ERICK     | 04/01/1964 | B    | M   |      |
| - 02730736 | 373683 | SMITH, AUSTIN HAL        | 11/26/1936 | W    | M   |      |
| - 03647594 | 000000 | SMITH, ACQUANELA METOYER | 12/14/1959 | B    | F   |      |
| - 01414348 | 452893 | SMITH, ADOFF NELSON      | 05/04/1951 | B    | M   | TC   |
| - 04564199 | 604780 | SMITH, ADDISON EDWARD    | 12/03/1941 | B    | M   |      |
| - 03586471 | 733514 | SMITH, AUDLEY BURNGHOM   | 10/19/1955 | B    | M   | NF   |
| - 01388668 | 396101 | SMITH, ADOLPHUS          | 10/20/1949 | B    | M   | MI   |
| - 04096665 | 635829 | SMITH, ADOLPHUS          | 09/30/1969 | B    | M   |      |
| - 03849924 | 705443 | SCHMIDT, ADOLFO C JR     | 01/28/1964 | W    | M   | HJ   |
| - 04480253 | 000000 | SCHMIDT, ADOLFO C. JR.   | 01/28/1964 | H    | M   |      |
| - 05039842 | 717755 | SMITH, ADAM JR           | 07/12/1974 | B    | M   | TL   |
| - 05209956 | 733580 | SMITH, ATIIM             | 05/31/1975 | B    | M   | NE   |

ENTER SID OR NAME (LAST, FIRST MIDDLE) : SMITH

SOUND ALIKE NAME SELECTION CONTINUES

PF3=FORWARD    PF4=BACKWARD    PF9=ALPHA SEARCH

\*\*\*\*\*

### To scroll through name records,

Press **PF3** to page forward and **PF4** to page backward.

**NOTE:** If PF4 is pressed on the first page of a response, the system will scroll backward to a batch of names less similar to the one inquired upon.

**To access records for an offender listed on the screen,**

1. Tab to the selection field beside the offender's listing.
2. Type an **S** in the selection field.
3. Press Enter.

**To search for another offender,**

1. Tab to the ENTER SID OR NAME field.
2. Type the complete or partial name (Last,First Middle) or SID for the offender.
3. Press Enter.

**NOTE:** This method performs name searches utilizing the Soundex system.

**To alphabetize the entire name database,**

1. Type an **A** in the ENTER SID OR NAME field.
2. Press Enter.

**To alphabetize by one character or by name,**

1. Type one character of the last name or some name format (ex. Jenkins,G) in the ENTER SID OR NAME field.
2. Press **PF9**.

**NOTE:** This method will perform an exact match inquiry. Exact matches will be listed first followed by other names in the database in alphabetical order.

## Offender Data Inquiry

The Offender Data Inquiry screen displays information such as physical descriptors, marital status, alias names and/or dates-of-birth for an offender. Also, the county of sentencing, sentence length, date received at TDCJ ID, release date and release county may be included in the display. A halfway house location and parole status of the offender may also be noted.

### ACCESS METHOD

Type a SID in the SELECTION field on the CTS Access Menu.  
Press Enter.

```
*****
CSINCTS1/INCTS1          TEXAS DEPARTMENT OF CRIMINAL JUSTICE    02/23/96 13:28
INMTCICS/RWI5768 /CHBL CORRECTIONS TRACKING SYSTEM-OFFENDER DATA

OFFENDER STATUS: PPD-JURIS.          STATE READY DATE:
SID#: 02730736      TDCJID#: 373683          FBI#:
NAME : SMITH,AUSTIN HAL              DOB      : 1936-11-26
ALIAS: SMITH,AUSTIN                  ALIAS DOB: 1936-11-26
RACE : W      SEX: M      HAIR: BRO      EYE: BLU      SKIN:
HGT  :      WGT: 234      SMT1:      SMT2:      SMT3:
CITIZENSHIP      :      POB: TX/011      MARITAL STATUS: C

CITY      : EL PASO          STATE: TX      ZIP:
OFFENSE OF RECORD: 0915      COUNTY/COURT: EL PASO / 168
OFFENSE TRACKING#:          SENTENCE: YEARS: 15 MONTHS: 0 DAYS: 0
COUNTY CAUSE#: 34,993-168    LEGISLATIVE#: 65
DATE RECEIVED AT TDCJID:      TDCJID UNIT ASSIGNED:
PAROLE ELIGIBILITY DATE:      ICC:

COUNTY RELEASED TO: 255      DATE OF RELEASE: 1989-04-17
REL TYPE : EARLY MAND SUPV    HALFWAY HOUSE LOC:      PAROLE REG/DIST: 03/10
OFFICER  : 21911              PAROLE STATUS: ANNUAL REPORT
REASON   : DEFAULT REASON      PAROLE VIOLATION WARRANTS:

CLEAR=END  PF3=NAME  PF4=MENU  FOR HELP PLACE CURSOR ON DATA FIELD/PRESS PF1
*****
```

**NOTES:** A TDCJ ID number of 00000000 or a blank field indicates an offender who has been paroled-in-absentia, or is an Interstate Corrections Compact parolee from Texas, or is an out-of-state prisoner/parolee.

An on-line explanation and/or appropriate code table is available for each field. Use the mouse to position the cursor in the appropriate field and press F1. A dialog box will display, with any additional instructions. Press F3 to close the dialog box.

## **PF-KEY OPTIONS**

**CLEAR=END:**

Press Clear (or the equivalent command) to exit the CTS system.

**PF3=NAME:**

Press PF3 to transfer to the Name Inquiry Option. If a listing was selected after a name or SID number search was executed on the NAME search screen, PF3 will page forward to the next page in the search or to the next batch of similar records.

**PF4=MENU:**

Press PF4 to transfer to the Corrections Tracking System Access Menu.

## **CTS Glossary**

The glossary below contains an alphabetized listing of system and procedural terms that are used in the Corrections Tracking System. In the next section, the CTS data fields are alphabetized and explanations are provided.

### **CJAD**

The Community Justice Assistance Division of the Texas Department of Criminal Justice.

### **COMMITMENT PAPERS**

Official documents (Standardized Felony Judgement Forms) issued by the court. These forms contain the judgement, sentence and offense report of the case for which the offender was convicted.

### **CORRECTIONS TRACKING SYSTEM (CTS)**

TDCJ's criminal history database that is an integral part of the Criminal Justice Information System (CJIS), as mandated by House Bill 2335.

### **PPD**

The Pardons and Paroles Division of the Texas Department of Criminal Justice.

### **SID**

The state identification number assigned to an offender based upon the submission of fingerprints to the Texas Department of Public Safety.

### **TDCJ**

The Texas Department of Criminal Justice. This agency includes three primary divisions:  
The Community Justice Assistance Division (CJAD)  
The Institutional Division (ID)  
The Pardons and Paroles Division (PPD).

### **TDCJ-ID**

The Texas Department of Criminal Justice Institutional Division.

## CTS Data Field Explanations

### **ALIAS**

Displays an alias name for the offender when applicable.

### **ALIAS DOB**

The date of birth associated with the alias name.

### **CITIZENSHIP**

The country in which the individual has citizenship.

### **CITY**

The current city of residence for a parolee.

### **COUNTY CAUSE#**

The cause number assigned by the local court for the offense of record.

### **COUNTY/COURT**

The county and court where an individual was sentenced for the offense of record.

### **COUNTY RELEASED TO**

The county to which the individual was paroled. If a code of 255 displays, offender has been released out-of-state or entry personnel were unable to identify county.

### **DATE OF RELEASE**

The date the individual was released from TDCJ ID, or the date when parole supervision fees began.

### **DATE RECEIVED AT TDCJID**

The date the individual was received into or departed from TDCJ ID.

### **DOB**

The date of birth associated with the individual's official TDCJ name.

### **ENTER SID OR NAME (LAST,FIRST MIDDLE)**

Enter the individual's state identification number (SID) or name. Use the name format indicated above. DO NOT leave a space after the comma.

### **EYE**

The individual's eye color.

**FBI#**

The nine-character number assigned to the individual by the Federal Bureau of Investigation.

**HAIR**

The individual's hair color.

**HALFWAY HOUSE LOC**

Five-character code indicating location of halfway house to which offender was released. The first 2 characters identify the region, the next 2 characters identify the district, and the last character identifies the type of office:

- H** = Halfway house
- J** = Inactive halfway house
- O** = Out-of-state

**HGT**

The individual's height.

**ICC**

Displays another state's ID number for an offender transferred to TDCJ control through the Interstate Corrections Compact. Also, the two-character state code may display.

**LEGISLATIVE#**

The number of the state legislative session under which an offense was codified, and for which an individual was incarcerated at TDCJ ID.

**MARITAL STATUS**

The marital status of the individual.

**NAME**

The individual's TDCJ name, as indicated on his official commitment papers.

**OFFENDER STATUS**

The status of the individual within the TDCJ Corrections Tracking System.

**OFFENSE OF RECORD**

The NCIC code for offense for which the individual was sentenced to TDCJ ID.

**OFFENSE TRACKING#**

The DPS incident tracking number for the offense of record.

**OFFICER**

The Pardons and Parole Division (PPD) code for the parole officer assigned to the individual.

**PAROLE ELIGIBILITY DATE**

The date the individual is eligible for parole from TDCJ ID.

**PAROLE REG/DIST**

The parole region and district to which the individual was released.

**PAROLE STATUS**

Pardons and Parole Division status for an individual.

**PAROLE VIOLATION WARRANTS**

Are there any known warrants for the individual? Y = yes; blank = unknown.

**POB**

The individual's place of birth. If the place of birth is Texas, a county code will also display.

**RACE**

The individual's race code.

**REASON**

Pardons and Parole Division reason for last status change for the individual.

**REL TYPE**

Pardons and Parole Division release type for the individual.

- Discharge           Mandatory
- Parole                Pre-Parole Transfer
- Out-of-State        Out-of-Country
- Transfer

An ICC case is indicated by the words "OUT OF STATE" along with the appropriate ICC number. An individual whose parole to another state was approved is indicated by the words "OUT OF STATE" along with the appropriate SID number.

**SENTENCE**

The length of incarceration time the individual is to serve at TDCJ ID.

**SEX**

The individual's gender: M = male; F = female; U = unknown.

**SID# (SIDNO)**

The individual's state identification number, also known as DPS number.

**SKIN**

The individual's skin type.

**SMT1-3**

The individual's scars, marks, and/or tattoos or traits.

**STATE**

For a parolee, the current state of residence.

**STATE READY DATE**

The date the individual was declared "paper ready," or ready for transport from the county jail to a state correctional facility.

**TDCJID# (TDCNO)**

The identification number assigned to an individual by the Texas Department of Corrections Institutional Division (TDCJ ID).

**TDCJID UNIT ASSIGNED (UNIT)**

The prison unit where the individual is assigned while in the custody of TDCJ ID.

**WGT**

The individual's weight.

**ZIP**

The current residential ZIP code for the parolee.

# SJ00 – State Jail System Main Menu

The State Jail system is used to identify individuals who have been confined to a substance abuse felony punishment (SAFP) facility or a state jail facility following conviction for a state jail felony. The State Jail system allows users to query defendants' offense information, relationships, prior offenses, and community services hours. Users can also view a count of defendants who have been or who are currently assigned to a SAFP or state jail facility.

## ACCESS METHOD

Type **SJ00** and press Enter.

**NOTE:** The 0's in SJ00 are numeric zeroes.

```
*****
CSISJ000                TEXAS DEPARTMENT OF CRIMINAL JUSTICE           04/01/02
                        STATE JAIL SYSTEM                               13:14:50
                        MENU OPTIONS

AS = ADD      STATE JAIL CONFINEE      AP = ADD      PRIOR OFFENSES
CS = CHANGE   STATE JAIL CONFINEE      DP = DELETE   PRIOR OFFENSES
DS = DELETE   STATE JAIL CONFINEE      PI = INQUIRE PRIOR OFFENSES
SI = INQUIRE STATE JAIL CONFINEE    CH = CHANGE  COMMUNITY SERVICE HOURS
AO = ADD      OFFENSE                  RC = RECALCULATE TIME
CO = CHANGE   OFFENSE                  RP = REVOKE  PROB/LAST ACTIVE DATE
DO = DELETE   OFFENSE                  CC = STATE JAIL CONFINEE COUNTS
OI = INQUIRE OFFENSE                SR = STATE JAIL RELEASE SCREEN
AR = ADD      RELATIONSHIP              SB = STATE JAIL RELEASE SCREEN-SABT
CR = CHANGE   RELATIONSHIP              SN = STATE JAIL NOTIFICATION SCREEN
DR = DELETE   RELATIONSHIP              CU = CHANGE  RESPONSIBLE UNIT
RI = INQUIRE RELATIONSHIP           PR = PRINT  STATE JAIL TIMESLIPS
PM = PROGRESS REPORTS MAIN MENU         ID = INQUIRE ON INMATE DETAINERS
UF = UP FRONT CONFINEE SUMMARY

ENTER OPTION:  __  AND
TDCJ-ID NUMBER: _____ OR SID NUMBER: _____

PA1 - INMATE MENU SCREENS              PF1 - HELP
*****
```

### To access a menu option,

1. In the ENTER OPTION field, type the two-character code for the option you wish to access.
2. In the TDCJ-ID NUMBER field, type the TDCJ ID number for the offender.  
OR

- In the OR SID NUMBER field, type the state criminal ID number for the offender.
3. Press Enter.

**NOTES:** To inquire on options SR, SB or SN, type the option code in the ENTER OPTION field and press Enter. On the displayed screen, type the appropriate unit number in the ENTER UNIT and, if required, any additional information. Press Enter.

You are not cleared for every option listed on the menu.

Below is a list of the available options and a description of the type of information provided or the function performed by the option.

- SI** - Inquire State Jail Confinee. Provides the inmate's employment and education status, and displays the number of reported misdemeanor and felony convictions, probations and probation revocations prior to the most recent incarceration. Also provides the number of reported prior state incarcerations, aggravated offenses and parole revocations.
- OI** - Inquire Offense. Displays the offender's detailed commitment information as provided by the county in which the offender was convicted. This information includes the county code, offense of conviction, sentence begin/ expiration dates, maximum serve time and sentence. In the case of multiple offenses, the option will note if the sentences are to be served consecutively or concurrently.
- RI** - Inquire Relationship. Displays cause numbers and counts that have been entered as having sentences running consecutively.
- PI** - Inquire Prior Offenses. Access a list of all previous offenses for which an offender was confined in a TDCJ facility.
- CC** - State Jail Confinee Counts. Displays an individual count and a total of the male and female offenders currently and previously assigned to a state jail/substance abuse facility. NOTE: There is no processing indicator. After typing the code and pressing Enter, wait for the data to display.
- SR** - State Jail Release Screen. Access the release dates of offenders confined to a specified facility. The offenders with the earliest release dates, as of the current date, will be listed first followed by the latest release dates.

- SB** - State Jail Release Screen – SABT. (Currently not active.) Access the release dates of offenders confined to a specified substance abuse felony punishment facility. The offenders with the earliest release dates, as of the current date, will be listed first followed by the latest release dates.
  
- SN** - State Jail Notification Screen. Access a list of offenders, by unit and date, for whom the sentencing court requires notice that the offenders are either 14 days away from their release date or have reached the 90-day progress report date (shock probation candidate).

NOTE: To display the confinee list for all units, type \*\* in the ENTER UNIT field.

- ID** - Inquire On Inmate Detainers. Allows users to view a list of detainers for an offender. Detainers are listed in numerical order with the offender information and the name of the detaining agency. \* See page 48 for explanation of fields.

NOTES: For explanation of fields for all options except ID, see pages 84 – 91.

See pages 78 - 80 for SJ00 menu option sample screens.

## SJ00 Menu Options Record Displays and Transferring

### To view records for another offender from a displayed option:

1. Type the offender's TDCJ number at the TDCJ-ID NUMBER prompt.  
OR  
Type the offender's SID (state ID) number at the SID NUMBER prompt.
2. Press Enter.

### To transfer to another option:

1. Type the two-character option code (ex. OI, PI, etc.) at the ENTER OPTION prompt.
2. Press Enter.

**NOTES:** Inquiry and transfer methods listed above are not available from every option.

Options CC, SR, SB, and SN can be accessed only from the SR00 menu.

No other options can be accessed from the ID (Inmate Detainers) option. Press PA1 or F11 to return to the SJ00 menu.

## PROGRAM FUNCTION KEY OPTIONS

### The following keys can be used from any SJ00 menu option:

PF11 or PA1: Return to the SJ00 Menu.

PA2 or <Clear>: Exit the system as described in "LOG-OFF PROCEDURES."



## OI -Offense Inquiry

Option OI displays the offender's detailed commitment information as provided by the county in which the offender was convicted. This information includes the offense of conviction and sentence begin/ expiration dates. In the case of multiple offenses, the display will indicate if the sentences are to be served consecutively or concurrently.

### ACCESS METHOD

Select **OI** from the SJ00 Menu. Press Enter.

```
*****
CSISJ004          TEXAS DEPARTMENT OF CRIMINAL JUSTICE          04/12/02
OFFENSE INQUIRY          STATE JAIL SYSTEM                      10:41:02

      UNIT: DOMINGUEZ          MTC:  N  (Y OR N)
TDCJ-ID NO: 01001100          REARREST DATE:  01 01 0001
SID NUMBER: 06431789          TDCJ-ID RECV:   09 19 2000
NAME: BACON,ARMA EAGLIN          DIRECT SENTENCE: N
      CAUSE/COUNT: D950375-R          01  COURT NUMBER: 260          SEQ. NO.: 001
COUNTY OF CONV: 181 ORANGE
      OFFENSE DESC: MAN/DEL CS PG 1 < 1G          ARREST DATE: 02 10 1995
      OFFENSE DATE: 02 10 1995          DEGREE: S  SENT STAT:          CTO: 01 01 0001
      PLEA: G          UP-FRONT SENT LENGTH (YYMD):  _____ (DAYS):  _____
SENTENCE DATE: 10 17 2000          SJ SENT LENGTH (YYMD):  1  0  0  (DAYS):  _____
PROB/DEF ADJUD: P  PR MOD:  _  PROB SENT LENGTH (YYMD):  _____

      DAYS CREDITED: 00101          COMMENCE DATE:          RESTIT: N
      CONCUR/CONSEC: C          SENTENCE BEGIN: 07 08 2000
      OFFENSE CODE:  35990001          STATUTE CITATION: HSC 481.112

OFFENSE COUNTY: 181 ORANGE          DPS INCIDENT NO.:
JAIL GOOD TIME: Y  REVOCATION TYPE: VS DATE REVK: 10 17 2000  NEW CHARGE:  _

** UFJ EXP: 01 01 0001          COMM SVC REQUIRED :  0  CALC DTE: 07 08 2000  **
**JAIL EXP: 07 07 2003          COMM SVC COMPLETED:  0          FLAT:  0 00 00  **
**PROB EXP: 01 01 0001          COMM SVC REMAINING:  0  HB587:  EDREQ:          **
**

ENTER OPTION:  _  TDCJ-ID NUMBER:  _____  OR  SID NUMBER:  _____  PF1-HELP
MORE OFFENSES
*****
```

NOTE: F3 pages through multiple offense records.

**To access Help for the screen, press F1.**

**To access Help for a field,**

1. Use the mouse to place the cursor in the appropriate field.
2. Press F1. A dialog box will display or an explanation will appear at the bottom of the screen. Press F3 to exit.



## **SJ00 Glossary**

This glossary contains an alphabetized listing of system and procedural terms that are used in the State Jail/Substance Abuse facility assignment process. In the next section, the State Jail System options are listed along with the alphabetized data fields from each screen.

### **CSCD**

Community Supervision and Correction Department. Previously known as the Adult Probation Department. These are local criminal justice departments charged with the responsibility of supervising offenders who's adjudication action was probation. Currently, there are 119 CSCD's statewide serving the 254 Texas counties.

### **CLASSIFICATION**

A process of systematically grouping inmates according to security and program needs and requirements. This is accomplished through personal interviews, medical and mental health evaluations and educational assessments, life history reviews, and examinations of information relative to criminal history and background.

### **COMMITMENT PACKET**

This packet is prepared by the sending county. Once an offender is sentenced to the state jail, the paper work is delivered with the confinee. The contents of the commitment packet are regulated by Article 42.09 of the Code of Criminal Procedure and include several documents, such as commitment papers, criminal history information, etc.

### **COMMITMENT PAPERS**

Official documents (Standardized Felony Judgment Form) issued by the court which contain the judgment, sentence and offense report of the case for which the offender was convicted.

### **CONFINEE**

An offender who has been sentenced to a State Jail Facility.

### **DETAINER**

A notice issued to prison officials by a law enforcement agency that presents outstanding criminal charges against an inmate.

### **INMATE/OFFENDER**

Inmate and offender are used interchangeably to mean a person who convicted of a State Jail felony offense whose suspended sentence is revoked who is required to submit to a term of confinement in a state Jail as an initial condition of community supervision.

### **MANDATORY SUPERVISION**

The release of an inmate from prison confinement, but not on parole and not from legal custody of the state, to serve the remaining sentence day-for-day outside the prison institution under such conditions and provisions of supervision as may be determined by the Pardons

and Parole Division. Inmates are released to mandatory supervision when the amount of good-conduct time earned plus calendar time served equals the maximum sentence. Inmates whose offenses were committed on or after September 1, 1987, and whose offenses are statutorily defined as being assaultive (3G), are not eligible for release to mandatory supervision.

### **MANDATORY SUPERVISION VIOLATOR**

A releasee who violates the conditions of mandatory supervision release, e.g., commits a new offense, violates release rules or halfway house rules, or absconds.

### **MODE ONE STATE JAIL**

A State Jail constructed and operated by the Institutional Division under contract with the State Jail Division.

### **MODE TWO STATE JAIL**

A State Jail constructed and operated by either a county, a community supervision and corrections department, or a private vendor, through a contract between the Community Justice Assistance Division (CJAD) and the Community Supervision and Corrections Department (CSCD). The term also includes facility constructed and operated for the confinement of felons under a contract described by Article 42.12, §24, Code of Criminal Procedure.

### **OFFENDER**

An offender is an individual who is incarcerated, being supervised, or who is no longer supervised by TDCJ, but whose criminal history remains in the database.

### **PAROLE**

The release of an offender from prison confinement, but not from legal custody of the State, to serve the remaining sentence day-for-day outside the prison institution under such conditions and provisions of supervision as may be determined by the parole Department. Offenders are eligible for parole when the amount of good conduct time earned plus calendar time served equals 1/3 of the maximum sentence, or 20 years, whichever is less. Offenders whose offenses were committed on or after September 1, 1987, are eligible for parole upon serving the equivalent of 1/4 of the maximum sentence, or 15 years, whichever is less.

### **SJ**

State Jail. A state jail facility as authorized in Texas Government Code Chapter 507.

### **STANDARDIZED FELONY JUDGMENT FORM**

A standard commitment form established under Section 4, Article 42.01, Code of Criminal Procedures, which contains all of the elements required pursuant to that article relative to a defendant's conviction or acquittal. When transferring defendants to ID, counties are required to deliver to the Division a copy of the judgment or probation revocation order completed on a standardized felony judgment form.

**TDCJ**

The Texas Department of Criminal Justice. This agency was created by House Bill 2335 and encompasses three primary divisions: 1) the Criminal Justice Assistance Division (CJAD), 2) the Institutional Division (ID), and 3) the Parole Division (PD).

**TDCJ-ID**

The Texas Department of Criminal Justice – Institutional Division. Formerly known as the Texas Department of Corrections.

**UP-FRONT SENTENCE**

Following conviction of a state jail felony, the judge sentences the defendant to 90 days in a state jail facility. Upon successful completion of the sentence, the offender will be released on shock probation.

## SJ00 Data Field Explanations

The data fields on each screen are alphabetized and explained below.

### **#RPT**

Number of progress reports for this incarceration period.

### **ACTIVE FEMALES**

Displays the total number of active female State Jail defendants.

### **ACTIVE MALES**

Displays the total number of active male State Jail defendants.

### **ADDRESS**

Displays the address of the agency issuing the detainer warrant, which includes the city, the two-character state code, and the ZIP code.

### **AGENCY**

Displays the name of the agency issuing the detainer warrant.

### **ARREST DATE**

Date (MM DD YYYY) the defendant was arrested.

### **CALC DATE**

Displays the date from which the sentence is calculated.

### **CAUSE, CAUSE#, CAUSE NUMBER**

The unique number assigned to the offense by the local county. This number is indicated on the judgment papers received in the commitment packet.

### **CAUSE/COUNT**

Cause number and count assigned to offense. Counts indicate multiple charges resulting from the same incident.

### **CNTY CONV**

Three-digit county code and literal indicating the county of conviction.

### **COMMENCE DATE**

Begin date of the defendant's sentence.

### **COMM SVC COMPLETED**

The number of community service hours the defendant has completed.

**COMM SVC REMAINING**

Community service hours that remain to be served.

**COMM SVC REQUIRED**

The number of community service hours the defendant has been sentenced to serve.

**CONCUR/CONSEC**

If a defendant has more than one offense, this code indicates how the sentences relate to each other. Displays **C** for concurrent or **S** for consecutive.

**COUNTY, COUNTY OF CONVICTION**

Three-digit county code and literal indicating the county of conviction.

**COURT, COURT NUMBER**

The district court number of the court in which the defendant was convicted. See County Codes & District Courts in the TDCJ Code Tables manual.

**CTO**

Cease to operate date. Date the sentence was discharged, date the offender was released on probation, or the date the case was dismissed. 01-01-0001 displays if there is no entry in the SENT STAT field.

**CUR UNT, CURRENT UNIT ASGN, CU UN**

Displays the code of the unit where the defendant is currently assigned.

**D, DTNR, DETAINER**

Displays a **Y** (yes) if the defendant has a detainer on file.

**DETAINERS**

The number of detainers issued for the defendant.

**DATE REVK**

Date the defendant's probation was revoked.

**DAYS CREDITED**

Total number of days in the county jail (credited by the judge) prior to the sentence commence date.

**DEGREE**

Displays an **S** to indicate State Jail conviction.

**DESCRIPTION**

Description of the offense as listed on the commitment papers.

**DIPLOMA/GED**

**Y** (yes) or an **N** (no) indicates if the defendant has a high school diploma or a GED.

**DIRECT SENTENCE**

**Y** = Offender has not been and will not be on probation upon release, and the offender has been sentenced directly to the State Jail for a specified amount of time.

**N** = Offender is either serving “Up front time” or is incarcerated on revocation.

**DPS INCIDENT NO.**

The DPS tracking incident number is generated and preprinted on the multiple part Uniform Incident Form and represents an arrest of an individual. The number is maintained through each reporting procedural level of the criminal justice process. On any arrest, a tracking incident number is appended with a suffix to track the charge(s) within an arrest event through the criminal justice process.

**EDREQ**

HB587 education requirement. Indicates if the court ordered the offender to attend education classes designed to encourage tolerance for others: **Y** = yes or **N** = no.

**EMPLOYMENT TYPE**

Defendant’s employment status code at the time of intake. Valid codes are:

- 1** = Full time
- 2** = Part time
- 3** = Seasonal
- 4** = Student/Homemaker/Disabled/Retired
- 9** = None

**ENDING DATE**

Enter the date for State Jail notification. The system will display a list of defendants who, on the date entered, will need court notification of either the 90-day progress report, or the 14-day release notification.

**ENTER OPTION**

Enter a different option to continue.

**ENTER TDCJ-ID/TDCJ#**

Enter a different TDCJ-ID number to continue.

**ENTER SID NUMBER/SID#**

Enter a different SID number to continue.

**ENTER UNIT**

Enter the two-character abbreviation for the unit requested. For a complete defendant list, type \*\* to include all units.

## **FELONY CONVICTION/ PROBATIONS/ PROBATION REVOCATIONS**

Number of felony convictions, probation, or probation revocations reported for the defendant.

### **FILE**

- P** = Listed offense added on the Add Prior Offense screen
- O** = Listed offense added on the Add Offenses screen

### **FLAT/FLAT TIME**

The straight time the defendant was sentenced to serve in YMMDD format.

### **HIGHEST GRADE**

The highest grade of education that was completed. **12** = high school diploma; **16** = college graduate.

### **INMATE**

Offender's previous or current TDCJ-ID number.

### **INTAKE/INTAKE DATE**

Date (MMDDYYYY) the defendant entered the State Jail system.

### **JAIL EXP**

The expiration date of the defendant's state jail sentence.

### **JAIL GOOD TIME**

Displays a **Y** (yes) or an **N** (no) to indicate if the defendant received "good time" credit for the time served in a county jail.

## **MISDEMEANOR CONVICTIONS/PROBATIONS/PROBATION REVOCATIONS**

The number of misdemeanor convictions, probations, or probation revocations reported for the defendant.

### **NEW CHARGE**

Displays a **Y** (yes) if the displayed record is a new charge.

### **NCIC CODE**

Eight-digit NCIC code.

### **OFFENDER TYPE**

Three-character offender type code. Valid codes are:

- ISN** = Initial sentence with no prior felony
- ISO** = Initial sentence with one prior felony
- IST** = Initial sentence with two or more prior felonies
- PRR** = Probation Revocation
- DAR** = Deferred adjudication revocation

**OFFENSE CODE**

Eight-character NCIC offense code for the sentencing offense.

**OFFENSE COUNTY**

Three-digit county code indicating the counting in which the offense was committed. See County Codes & District Courts in the TDCJ Code Tables manual.

**OFFENSE DATE**

Date (MM DD YYYY) the offense was committed. This date comes from the judgement papers received in the commitment packet.

**OFFENSE DESC**

Description of the offense as listed on the commitment papers.

**PAROLE VIOLATOR**

Displays a **Y** (yes) or an **N** (no) to indicate if the defendant is a parole violator.

**PLEA**

Code for the plea entered by the defendant. **G** = guilty; **N** = not guilty, and **C** = nolo contendere.

**PRIOR AGGRAVATED OFFENSES**

Number of previous aggravated offenses reported for the defendant.

**PRIOR PAROLES**

Number of previous paroles reported for the defendant.

**PRIOR PAROLE REVOCATIONS**

Number of previous parole revocations reported for the defendant.

**PRIOR PRISON SENTENCES**

Number of previous prison sentences reported for the defendant.

**PRIOR SJ INCARCERATIONS**

Number of previous State Jail incarcerations reported for the defendant.

**PRIOR TDCJID**

The defendant's previous TDCJ-ID identification number.

**PROB/DEF ADJUD**

Probation type code. **P** = regular probation; **D** = deferred adjudication

**PROB EXP (DATE)**

Expiration date of the probation type the defendant was sentenced to serve.

**PROB REVOKED**

Displays a **Y** (yes) if the probation for this offense was revoked.

**PROB SENT LENGTH (YYMD)**

Length of probation the defendant was sentenced to serve in YYMD format. Probation will be greater than two years and less than five years.

**RE UN, RESP UNIT, RESPONSIBLE UNIT, RSP UNT**

Two-character code for the responsible unit for defendant. See TDCJ –ID Units in TDCJ Code Tables manual.

**RECEIVE TYPE**

Three-character receive type code.

- ABS** = Absconder returned
- BWR** = Bench warrant returned
- DOA** = Death on arrival
- OTH** = Other
- RPR** = Reprieve return
- TID** = Transfer form TDCJ-ID

**RELEASE DATE**

Defendant’s expected release date.

**REL-REC DATE**

Release date displays for defendant who is 14 days from the date of release. Receive date displays if the defendant has reached the 90-day progress report date.

**RESTIT**

Displays a **Y** (yes) or an **N** (no) if restitution is required.

**REVOCAATION TYPE**

Two-character revocation type code. Valid codes are:

- VA** = Administrative revocation
- VF** = Subsequent felony offense
- VM** = Subsequent misdemeanor offense
- VS** = Violation of special condition

**SCRN CTGY, SCREEN CATEGORY**

Substance Abuse evaluation scores.

**SENTENCE BEGIN**

Date (MMDD YYYY) the defendant is to begin serving the sentence.

**SENT STAT**

Sentence status code. Valid codes are:

- B** = Probation
- C** = Court-ordered discharge such as overturned or dismissed
- D** = Discharged

The field will be blank if the sentence is to continue calculating.

**SENTENCE DATE**

Date the sentence was issued by the court.

**SEQ. NO., SEQUENCE NUMBER**

Three-digit number used to create the relationship of two or more offenses with cumulative sentences.

**SID, SIDNO, SID NO, SID NUMBER**

Offender's SID number, a unique eight-digit number also known as the DPS number.

**SJ SENT LENGTH**

Defendant's State Jail sentence length in years, months, and days for the displayed offense.

**SJ SENT LENGTH (DAYS)**

Defendant's State Jail sentence length in days when the sentence for the displayed offense is greater than 180 days and less than 364 days.

**SPECIAL NEEDS**

Two-character code describing the defendant's special needs.

- ED** = Elderly
- MI** = Mental illness
- MR** = Mentally retarded
- PH** = Physically handicapped
- TI** = Terminally ill

**STATUTE CITATION**

The Penal/Family/Traffic code statute (code and number) that the defendant violated and for which the defendant was convicted. If a three-character statute citation type code was not used, **HSC** = drug offenses and **PC** = all other offenses.

**TDCJ, TDCJ#, TDCJ-ID, TDCJ-ID NUMBER, TDC NO**

Offender's previous or current TDCJ-ID number.

**TDCJ-ID RECV**

The date (MMDDYYYY) that the offender was received by TDCJ-ID.

**TEMPORARY INACTIVE FEMALES**

Number of temporarily inactive female State Jail defendants.

**TEMPORARY INACTIVE MALES**

Number of temporarily inactive male State Jail defendants.

**TOTAL FOR STATE JAIL FEMALES**

Total number of female State Jail defendants, active and inactive.

**TOTAL FOR STATE JAIL MALES**

Total number of male State Jail defendants, active and inactive.

**TYPE**

The type of progress report that the record defines.

**14 day** = Defendant is 14 days from the date of release.

**90 day** = Defendant has reached the 90-day progress report date.

**FINAL** = Final report for this incarceration period.

**TYPE (Detainers Inquiry)**

Detainer type code: **F** = Felony; **M** = Misdemeanor; **U** = Immigration and Naturalization

**UFJ EXP**

Date of expiration for the up-front jail time the defendant was sentenced to serve for the offense.

**UNIT**

Two-character code for the responsible unit for defendant. See TDCJ –ID Units in TDCJ Code Tables manual.

**UP-FRONT SENT LENGTH**

The up-front sentence length (YYMD) assessed by the court that the defendant is to serve as the initial phase of punishment. The up-front sentence cannot exceed two years.

**UP-FRONT SENT LENGTH (DAYS)**

The up-front sentence length (YYMD) assessed by the court that the defendant is to serve as the initial phase of punishment when the sentence is less than 364 days.

## Parole Supervision System – Officer Reports Menu

The Parole Supervision System provides identification/contact data for a defendant's most recent parole (current or completed). The amount of data provided will depend on availability and data collection requirements.

### ACCESS METHOD

1. Type **TDCJ** and press Enter.
2. In the PLEASE ENTER SELECTION OF CHOICE field, type option number **5** for Parole Supervision.
3. Press Enter.

```
*****
CSSUSV40                TEXAS DEPARTMENT OF CRIMINAL JUSTICE                11/03/04
                        OFFICER REPORTS MENU                                15:24:33

REGION:  00    DISTRICT:  66    OFFICER:  77831
                        (LEAVE BLANK FOR ALL OFFICERS.)
SELECTION:  _    1. CASELOAD REPORT                (TYPES A/B/C ONLY)
                2. CASELOAD CONTACT HISTORY        (TYPES A/D ONLY)
                3. VISUAL CONTACT SHEET            (TYPE A ONLY)
                4. FACE SHEET                      (ALL TYPES)
                5. RELEASEE INQUIRY                (ALL TYPES)
TYPE:      _    A. ALL ACTIVE CASES
                B. ALL INACTIVE CASES
                C. ALL CLOSED CASES
                D. SID: _____ TDC: _____ PIA: _____

OPTIONAL
-----
STATUS CODES:      _ TO _ (TYPES A/B/C ONLY)
SELECT AND SUPERVISION LEVELS: _ TO _ (REPORTS 1/2/3 ONLY)
SORT CASES BY: CASELOAD CATEGORIES: _ TO _ (REPORTS 1/2/3 ONLY)
                RESIDENCE COUNTIES: _ TO _ (REPORTS 1/3 ONLY)
                ZIP CODES: _____ TO _____ (REPORTS 1/3 ONLY)
SELECT VISITS FOR: MONTH: _____ YEAR: _____ (REPORTS 2/3 ONLY)
-- PLEASE ENTER THE DESIRED SELECTION, THEN
   PRESS <ENTER> TO CONTINUE.
ENTER=PROCESS PF3=PREVIOUS MENU PF12=TDCJ MENU CLEAR=EXIT
*****
```

**NOTE:** Authorized users who are not parole officers, are assigned “mock” parole officer information used to access various options from the Officer Reports Menu. This information displays automatically in the Region, District and Officer fields when the menu is initially accessed.

For users who are state parole officers, the Region, District and Officer fields will display the information for the parole officer assigned to the last offender record the user accessed.

## **Selection 2 – Caseload Contact History**

The Caseload Contact History screen chronicles all visits between the parole officer and the offender and people other than the offender, including investigative checks and visits that were not face-to-face.

### **To transfer to an offender’s Caseload Contact History screen,**

1. In the SELECTION field, type **2**.
2. In the TYPE field, type **D**.
3. In section D, type the offender’s state ID number (SID), Texas Department of Corrections number (TDC), or parole-in-absentia number.

## **Selection 4 – Face Sheet**

The Face Sheet contains the most recent information for an offender’s latest parole, including parole status, supervision level, assigned probation officer, demographic data, employment information, residential address, and a vehicle with which the offender has been associated. The offender does not have to own the vehicle.

### **To transfer to an offender’s Face Sheet,**

1. In the SELECTION field, type **4**.
2. In the TYPE field, type **D**.
3. In section D, type the offender’s state ID number (SID), Texas Department of Corrections number (TDC) or parole-in-absentia number.

## **Selection 5 – Releasee Inquiry**

The Releasee Inquiry screen displays the latest information about an offender’s parole supervision, including the name of the offender’s parole officer, the reason for the release, the status of the offender’s parole, the parole supervision level, supervision fee, restitution amount and the offense of record.

### **To transfer to an offender’s Releasee Inquiry screen,**

1. In the SELECTION field, type **5**.
2. In the TYPE field, type **D**.
3. In section D, type the offender’s state ID number (SID), Texas Department of Corrections number (TDC) or parole-in-absentia number.

## Caseload Contact History

The Caseload Contact History screen documents all contact (both in person and by telephone) between the parole officer and the parolee, and other individuals besides the parolee.

### ACCESS METHOD

1. On the Parole Supervision System – Officer Reports Menu, type **2** in the SELECTION field.
2. In the TYPE field, type **D**.
3. In section D, type the offender's state ID number (SID), Texas Department of Corrections number (TDC), or parole-in-absentia number.

```
*****
CSSUSV42                TEXAS DEPARTMENT OF CRIMINAL JUSTICE          11/08/04
                        CASELOAD CONTACT HISTORY                      10:05:41

REGION: 03  DISTRICT: 01  OFFICER: 72472 HEATHER VARELA

SID NO: 04325560  TDC/PIA NO: 01231399  NAME: BROWN, DERRICK DEWAYNE
STATUS: REVOKED/IN CUSTO SUPV LEVEL: MAX  NEXT SCHEDULED VISIT: 2002-10-17
VISIT DATE  TYPE  RELATIONSHIP  REGION/DISTRICT  OFFICER
-----
09-12-2002  OFFICE PAROLEE  03 LIBERTY DPO  VARELA
08-21-2002  HOME  ACQUAINTANCE  03 LIBERTY DPO  LEDOUX
08-21-2002  HOME  PAROLEE  03 LIBERTY DPO  LEDOUX
08-08-2002  OFFICE PAROLEE  03 LIBERTY DPO  LEDOUX
07-17-2002  OFFICE PAROLEE  03 LIBERTY DPO  COLEMAN
06-12-2002  OFFICE PAROLEE  03 LIBERTY DPO  ROGERS
05-13-2002  OFFICE PAROLEE  03 LIBERTY DPO  HARDY
04-16-2002  HOME  PAROLEE  03 LIBERTY DPO  ROGERS
04-08-2002  TELEPH FAMILY MEMBER  03 LIBERTY DPO  ROGERS
03-11-2002  OFFICE PAROLEE  03 LIBERTY DPO  ROGERS
02-12-2002  HOME  PAROLEE  03 LIBERTY DPO  ROGERS
02-05-2002  OFFICE PAROLEE  03 LIBERTY DPO  ROGERS
-- PRESS PF7 OR PF8 TO SCROLL OFFENDERS.
  PRESS PF9 OR PF10 TO SCROLL VISITS.
PF2=PRNT  PF3=MENU  PF7=PR CASE  PF8=NX CASE  PF9=BACK  PF10=FRWD  PF12=TDCJ
*****
```

### PF-KEY OPTIONS

PF2=PRNT: Access is restricted.

PF3=MENU: Press PF3 to transfer to the Parole Supervision System – Officer Reports Menu.

PF7=PR CASE: Access is restricted.

PF8=NX CASE: Access is restricted.

PF9=BACK:

Press PF9 to access the previous page of contact history information.

PF10=FRWD:

Press PF10 to access the next page of contact history information.

PF12=TDCJ

Press PF12 to transfer to the Parole Division Main Menu.

## Face Sheet

The Face Sheet provides the most recent information for an offender's latest parole, including parole status, supervision level, assigned probation officer, demographic data, employment information, residential address, and a vehicle with which the offender has been associated. The information is displayed over two pages.

### ACCESS METHOD

1. On the Parole Supervision System – Officer Reports menu, type **4** in the SELECTION field.
2. In the TYPE field, type **D**.
3. In section D, type the offender's state ID number (SID), Texas Department of Corrections number (TDC) or parole-in-absentia number.

### Page 1 – Face Sheet

```
*****
CSSUSV44                TEXAS DEPARTMENT OF CRIMINAL JUSTICE                1/08/04
PAGE 1 OF 2              ARRIVAL NOTICE/FACE SHEET                        11:41:54

                           NAME:  ALMARO, PEDRO MILLO
SID#: 04117925          TDCJ-ID#: 00500774   PIA#: _____   ICC#: _____
STATUS: QTRLY           SUPERVISION LEVEL: MIN           CASELOAD CATEGORY: NORM
                           SALIENT FACTOR:  ___

REGION: 03  DISTRICT: 01  OFFICER: 23974                                DATE: 06/16/2004
RELEASE DATE: 02/14/1992          RELEASE TYPE:  PARL
DISCHARGE DATE: 08/11/2023        LAST HOME VISIT: 05/06/2004
SUPERVISION FEE BALANCE: $0.00     RESTITUTION FEE BALANCE: $0.00

SEX: M  RACE: H  HEIGHT: 4 FT 11 IN  WEIGHT: 185 LBS  EYES: BRO  HAIR: BLK
DOB: 07/29/1945  POB: _____  SSN: 265-95-6707  FBI#: 526597JA0
MARITAL STATUS: MARRIED            DEPENDENTS: 02

RESIDENCE: MERCEDES ALMARO          EMPLOYER: RECEIVES SSI
7426 BRECCIA                        N/A
HOUSTON TX 77041 0000              HOUSTON TX 77092 0000
(713) 856-9515  HARRIS COUNTY      _____

PRESS A FUNCTION KEY TO CONTINUE.
PF2=PRNT  PF3=MENU  PF4=MAIN  PF7=PREV  PF8=NEXT  PF9=SWITCH PAGE  PF12=TDCJ
*****
```

**To toggle between the first and the second page of the Face Sheet,**  
Press PF9.

## **PF-KEY OPTIONS**

|             |  |
|-------------|--|
| PF2=PRNT:   | Access is restricted.  |
| PF3=MENU:   | Press PF3 to transfer to the Parole Supervision System – Officer Reports Menu. |
| PF4=MAIN:   | Access is restricted   |
| PF7=PREV:   | Access is restricted.  |
| PF8=NEXT:   | Access is restricted.  |
| PF9=SWITCH: | Press PF9 to toggle between the first and second page of the Face Sheet.       |
| PF12=TDCJ   | Press PF12 to transfer to the Parole Division Main Menu.                       |

Page 2 - Face Sheet

\*\*\*\*\*

CSSUSV44 TEXAS DEPARTMENT OF CRIMINAL JUSTICE 11/08/04
PAGE 2 OF 2 ARRIVAL NOTICE/FACE SHEET 11:44:30

NAME: ALMARO, PEDRO MILLO
SID#: 04117925 TDCJ-ID#: 00500774 PIA#: ICC#:
NEXT OF KIN: ALMARO, MERCEDEZ
7426 BRECCIA HOUSTON TX 77041

AUTO MAKE: CHEV MODEL: AST YEAR: 2000 COLOR: GRY
LICENSE #: 3JR-D35 ST: TX DRIVER'S LICENSE #: 10396636 ST: TX

Table with 5 columns: OFFENSE DESCRIPTION, TERM LENGTH, BEGIN DATE, COUNTY, CAUSE NUMBER. Row 1: DEL OF COCAINE, 350000, 08/11/1988, HARRIS, 508224

VIOLENT OFFENDER PROGRAM: NO

REPORTING INSTRUCTIONS/RULES: DATE: BY:

PRESS A FUNCTION KEY TO CONTINUE.
PF2=PRNT PF3=MENU PF4=MAIN PF7=PREV PF8=NEXT PF9=SWITCH PAGE PF12=TDCJ

\*\*\*\*\*

To toggle between the first and the second page of the Face Sheet,
Press PF9.

PF-KEY OPTIONS

- PF2=PRNT: Access is restricted.
PF3=MENU: Press PF3 to transfer to the Parole Supervision System - Officer Reports Menu.
PF4=MAIN: Access is restricted
PF7=PREV: Access is restricted.
PF8=NEXT: Access is restricted.
PF9=SWITCH: Press PF9 to toggle between the first and second page of the face sheet.
PF12=TDCJ Press PF12 to transfer to the Parole Division Main Menu.

## Releasee Inquiry Screen

The Releasee Inquiry screen displays the latest information about an offender's parole supervision, including the name of the offender's parole officer, the reason for the release, the status of the offender's parole, the parole supervision level, supervision fee, restitution amount and the offense of record. If the releasee has been sentenced to state supervision for additional charges, the most recent incarceration location will display.

### ACCESS METHOD

1. On the Parole Supervision System - Officer Reports menu, type **5** in the SELECTION field.
2. In the TYPE field, type **D**.
3. In section D, type the offender's state ID number (SID), Texas Department of Corrections number (TDC) or parole-in-absentia number.

```
*****
CSSUSV25          TEXAS DEPARTMENT OF CRIMINAL JUSTICE          11/08/04
                  RELEASEE INQUIRY SCREEN                       12:21:19

                  WARRANT: 11-26-2003-05132928   ISSUED ON: 2003-11-26

SID NUMBER: 04117925   TDC NUMBER: 00500774   PIA NUMBER: _____
NAME: ALMARO, PEDRO MILLO

PAROLE OFFICE: 03 01 HOUSTON DPO 1          DATE OF ASSIGNMENT: 06-16-2004
OFFICER: 23974 DEGEORGE, JOSEPH          PHONE #: (713)957-5700
PPD#: 0000096486   ICC#: _____   SEX: M   RACE: H   HEIGHT: 4 11

RESIDENCE TYPE: RESIDENCE   CITY/COUNTY: HOUSTON, HARRIS COUNTY
RELEASE DATE: 02-14-1992   TYPE/COUNTY: PAROLE TO TRAVIS COUNTY
DISCHARGE DATE: 08-11-2023   FILE LOCATION: RRP - PC REGULAR CABINET
LAST VISIT DATE: 07-01-2004   TYPE: OFFICE   NEXT VISIT DATE: 11-01-2004

-----
STATUS: QUARTERLY REPORT   REASON: PAROLE OFF/SUPV ACTI   DATE: 04-07-2004
SUPV LEVEL: MINIMUM       REASON: OFFICER OVERRIDE   DATE: 04-07-2004
CASE CTGRY: NON-SPECIALIZED   REASON: OFFICER OVERRIDE   DATE: 04-07-2004

SUPERVISION FEE BALANCE: $0.00          * RESTITUTION BALANCE: $0.00
OFFENSE OF RECORD: COCAINE-DISTRIBUTE   DATE: 08-11-1988   LENGTH: 0035
VIOLENT OFFENDER PROGRAM: NO          YEARS)
* OTHER RELEASES FOR OFFENDER
-- ENTER REGION, DISTRICT & OFFICER AND/OR SID/TDC/PIA # TO SEARCH.
PRESS PF7 OR PF8 TO SCROLL CASELOAD.
PF3=MENU   PF6=RFRSH   PF7=BACK   PF8=FORWARD   PF12=TDCJ   CLEAR=EXIT
*****
```

### To view records for another offender,

Type the offender's SID number, TDC number, or PIA number over the displayed information

and press Enter.

**NOTES:** It is possible to use PF7 and PF8 to scroll alphabetically through the caseload of the parole officer to which the offender has been assigned. See PF-Key Options below.

If a warrant has been issued for the offender, the warrant number and date-of – issuance will display across the top of the screen above the offender’s numeric identifiers.

### **PF-KEY OPTIONS**

|             |  |
|-------------|--|
| PF3=MENU:   | Press PF3 to transfer to the Parole Supervision System – Officer Reports Menu.   |
| PF6=RFRSH:  | Press PF6 to refresh the screen.   |
| PF7=BACK:   | Press PF7 to access the record for next offender, in alphabetical order, on the displayed parole officer’s caseload.     |
| PF8=NEXT:   | Press PF7 to access the record for previous offender, in alphabetical order, on the displayed parole officer’s caseload. |
| PF12=TDCJ:  | Press PF12 to transfer to the Parole Division Main Menu.   |
| CLEAR=EXIT: | Press Clear to exit the TDCJ Parole Division System.   |

## Parole Supervision Data Field Explanations

The data fields on the Parole Supervision screens are alphabetized below and explanations are provided.

### **AUTO MAKE (VEHICLE-MAKE)**

Displays the make of the vehicle the releasee is associated with, such as Chevrolet, Chrysler, Ford, etc. On some screens the make may be edited.

### **BEGIN DATE**

Date (YYYY-MM-DD) the releasee's sentence began.

### **CASELOAD CATEGORY**

The caseload category. See Case Category Codes in the TDCJ Code Table Manual.

### **CASE CATEGORY:DATE (MM-DD-YYYY)**

Date (MM-DD-YYYY) the case category was assigned.

### **CASE CATEGORY:REASON**

Reason the releasee was assigned the supervision level. See Case Category Reasons in the TDCJ Code Table Manual.

### **CAUSE NUMBER**

The sentencing county's unique case number and count number assigned to each offense.

### **COUNTY**

The county in which the releasee was convicted. If the releasee has been subsequently sentenced to state supervision on additional charges, the TDCJ unit assignment will display.

### **CURRENT STATUS (STATUS CODE)**

Current status of the releasee. See Parole Supervision Status Codes in the TDCJ Code Table Manual.

### **DATE**

The date the offender was sentenced to state custody.

### **DATE (DATE OF ASSIGNMENT)**

The date the parolee was assigned to the parole officer's caseload.

### **DEPENDENTS**

The number of releasee's dependents.

**DISCHARGE DATE**

Date the releasee will be discharged from supervision (MM-DD-YYYY or YYYY-MM-DD) based on the most recent offense.

**DISTRICT**

Most recent parole officer's district number.

**DOB**

Releasee's date of birth (MM-DD-YYYY or YYYY-MM-DD) or 01-01-0001 for unknown.

**DRIVER'S LICENSE #**

Releasee's driver's license number.

**DRIVER'S LICENSE: ST:**

Two-character code of the state where the releasee's driver's license was issued. See U.S. State Codes in TDCJ Code Table Manual.

**EMPLOYER**

Contact information (Name and address) for the releasee's most recent employer. May contain the name of the business, a description of self-employment, or notes regarding releasee's employment status (i.e., Receives SSI, Unemployed, General home repair, etc.).

**EYES**

Releasee's eye color. See Demographic Eye Color Codes in the TDCJ Code Table Manual.

**FBI #**

Releasee's FBI number or blanks if unknown.

**FILE LOCATION**

Identifies the location of the releasee's file.

**HAIR**

Releasee's hair color. See Demographic Hair Color Codes in the TDCJ Code Table Manual.

**HEIGHT:(FT. IN.)**

Releasee's height in feet and inches. Blank or zeroes if unknown.

**HOME/FIELD/UNSCHEDED:**

Date of the next scheduled non-office visit.

**ICC NUMBER**

Releasee's fifteen-character Interstate Compact Case number, if applicable. Following the fifteen-character ICC number, there is a two-character field for the associated state code.

**LAST VISIT DATE**

Date of the releasee's last visit (MM-DD-YYYY).

**LAST HOME VISIT**

Date of the releasee's last home visit (MM-DD-YYYY).

**LENGTH**

The length of time that the offender was sentenced to state custody.

**LICENSE # (VEHICLE-LICENSE PLATE #)**

License plate number of the vehicle with which the releasee is associated.

**LICENSE #: ST: (VEHICLE-LICENSE PLATE STATE)**

Two-character code of the state that issued the license plate number of the vehicle with which the releasee is associated.

**MARITAL STATUS**

Releasee's marital status. Valid displays are:

**Annulled**  
**Divorced**  
**Other**  
**Married**  
**Separated**  
**Single**  
**Unknown**

**MODEL (VEHICLE-MODEL)**

Model of the vehicle the releasee is associated with, such as Trans AM, Nova, Maxima, etc.

**MOVE-OUT DATE**

Date the sponsor's residence was no longer available as a contact (MM DD YYYY).

**NAME**

The releasee's name (Last, First Middle).

**NEAREST KIN & ADDRESS**

Name of the releasee's next of kin and that person's address.

**NEXT OF KIN**

Name and address of the releasee's next of kin.

**NEXT SCHEDULED VISIT (NEXT VISIT DATE)**

Date of the releasee's next scheduled office visit (MM-DD-YYYY).

**OFFENSE DESCRIPTION**

Brief description of the releasee's offense.

**OFFENSE OF RECORD**

The offense for which the releasee was most recently paroled from TDCJ or the offense for

which the releasee will be under supervision the longest. If the releasee has re-offended, the offense for which the offender will remain under TDCJ authority the longest.

**OFFICER**

The BPP ID and name of the most recent parole officer supervising a releasee's parole.

**PAROLE OFFICE**

The most recent parole office district, region and city.

**PHONE #**

Most recent parole officer's contact number.

**PIA**

Releasee's six-digit parole-in-absentia number, if applicable. The PIA number can be followed by the three-character county code. See Texas County Codes in the TDCJ Code Table Manual.

**PPD #**

Releasee's ten-digit Pardons and Paroles Division number.

**REGION**

Most recent parole officer's region number.

**RELATIONSHIP**

How the person whom the parole officer contacted was associated to the releasee.

**RELEASE TYPE (TYPE)**

Release Type. See Release Types in the TDCJ Code Table Manual.

**RELEASE DATE**

Releasee's release date (MM-DD-YYYY or YYYY-MM-DD).

**REPORTING INSTRUCTIONS/RULES**

Releasee's reporting instructions and rules.

**RESIDENCE**

Sponsor's name, address and phone number. The sponsor is the person to whom the releasee's parole plan will be sent. The institutional parole officer establishes the parole plan for an inmate. It is researched and verified by a parole officer before the inmate is released. The parole plan includes: job plans, proposed residence, etc.

**RESIDENCE TYPE**

Description of the releasee's most recent housing. If the releasee has been sentenced to state supervision for additional charges, may display "TDCJ-ID." The TDCJ unit assignment will display in the CITY/COUNTY field.

**RESTITUTION BALANCE**

Remaining amount due on a fee imposed by the court before the releasee was sent to TDCJ-ID.

**RULES DISCUSSED/NOTES**

Displays the releasee's reporting rules.

**SALIENT**

Displays the total salient (risk) factor score based on the evaluation categories (ex. educational background, offense, number of prior arrests/incarcerations, drug/alcohol abuse).

**{SCREEN ID}**

System-generated screen identification code (ex. CSSUSV40) in the upper-left corner of the screen.

**SELECTION**

Type an option number to select an option from a menu screen.

**SID NO**

Releasee's unique eight-character state identification number, also known as the DPS number.

**SPONSOR NAME**

Name of the person

**SSN**

Releasee's Social Security number or blank if unknown.

**ST (VEHICLE)**

The state code where the vehicle is registered.

**STATUS {Caseload Contact History screen}**

Description of releasee's current parole status.

**STATUS {Face Sheet screen}**

Identifies how often the releasee has to report to the assigned probation officer. The most commonly referenced codes are:

**DEATH** = Releasee is deceased.  
**DISCHG** = Releasee has completed associated parole.  
**NORMAL** = Monthly  
**QTRLY** = Quarterly  
**REVOKE** = Parole has been revoked.

**STATUS:DATE (MM-DD-YYYY) OR STATUS DATE**

Date the reporting status code was assigned.

**STATUS:REASON**

Reason why the reporting status code was assigned. See Parole Supervision Status Reasons in the TDCJ Code Table Manual.

**SUPERVISION FEE BALANCE**

The amount of various supervision-related fees that remain unpaid. In addition to the standard monthly supervision fee (\$10), there are additional fees (ex. Crime Victims Fund, Substance Abuse, Sexual Offender, etc.) that are assessed based on the type of offense and the laws governing sentencing when the offense was committed.

**SUPERVISION LEVEL (SUPV LEVEL)**

The supervision level assigned to parolee. See Parole Supervision Level Codes in the TDCJ Code Table Manual.

**SUPV LEVEL:DATE (MM-DD-YYYY)**

Date the supervision level was assigned.

**SUPV LEVEL:REASON**

Reason the releasee was assigned the supervision level. See Parole Supervision Level Reasons in the TDCJ Code Table Manual.

**TDCJ-ID # (TDC)**

TDC = the number assigned to each inmate physically received by the Texas Department of Criminal Justice Institutional Division at the Diagnostic Unit. If the TDCJ ID number is incorrect, contact Huntsville Data Services.

**TERM LENGTH**

Length of sentence for displayed offense.

**TRANSFER DATE**

Date the case was transferred to the current parole officer (MM-DD-YYYY).

**TYPE {Menu screen}**

Enter the alphabetic character to select an option from a menu screen.

**TYPE {Caseload Contact History screen }**

The form of the visit (office, home or by telephone) between the parole officer and someone other than the releasee.

**TYPE {Releasee Inquiry screen}**

Releasee's last visit type. Valid entries are:

|               |                |
|---------------|----------------|
| <b>Office</b> | <b>Annual</b>  |
| <b>Home</b>   | <b>Initial</b> |
| <b>Field</b>  |                |

**VIOLENT OFFENDER PROGRAM**

Displays Yes or No indicating if the parolee's offense(s) was assaultive in nature (rape, arson, aggravated assault), if the release area has a violent offender program, and if the parolee is enrolled in the program.

**VISIT DATE**

The releasee's most current visit date (MM-DD-YYYY).

**WEIGHT (LBS.)**

Releasee's weight in pounds or zeroes if unknown.

**YEAR (VEHICLE)**

The four-digit year of manufacture of the vehicle with which the releasee is associated (YYYY).

**ZIP CODE**

Releasee's or employer's ZIP code or all zeroes if unknown.

# INFO — OnLine Report Distribution

INFOPAC contains updates and code tables for the Parole Supervision System. INFOPAC is primarily designed to display the same information contained in batch reports that are currently distributed to county, state and city governmental agencies. Your agency's Project Analyst or liaison must submit requests for online report access to JIMS. The requests should include the report name and identifier, and the reason(s) why users need access to the online reports.

## ACCESS METHOD

Type INFO and press Enter.

```
*****
COMMAND ===>                                     TIME: 115015
                                         *** ViewDirect***
                                         VIEWING MENU

RECIPIENT ID: RWI5768                           VERSION: 6.1
                                                TAPE VOLSER: LC3436

VIEW BY REPORT OR TOPIC:      R      (R/T)

REPORT/TOPIC ID:  _____
VERSION:          _____
SECTION:         _____

DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)
DISPLAY LIST OF VERSIONS:      YES (YES/NO)
DISPLAY SECTION INDEX:        YES (YES/NO)

PF01=HELP   PF02=PRINT   PF03=END   PF04=MENU   PF05=RFIND   PF06=MARK
PF07=UP     PF08=DOWN   PF09=     PF10=LEFT   PF11=RIGHT   PF12=QUIT
*****
```

**To access a list of all reports available to Harris County users,** press Enter. The INFOPAC screen defaults to a search for all available reports. See page 110 for more information.

**\*To access a specific report,**

1. Type the report name in the REPORT/TOPIC ID field.
2. If there are multiple versions of the report, type the INFOPAC generation date (YYMMDD) and military time (HHMMSS) for the appropriate version.
3. Type NO over the YES defaults in the DISPLAY LIST... and DISPLAY SECTION fields.
4. Press Enter.

## PF KEY OPTIONS

**The following keys can be used from any INFOPAC screen:**

- PF01=HELP: Press PF1 to access HELP.
- PF02=PRINT: Press PF2 to immediately print the current page or a maximum of 25 marked pages of an on-line report. \*Printer must be cleared by TDCJ to receive reports.
- PF03=END: From the Viewing Menu, press PF3 to exit INFOPAC. From any other screen, press PF3 to return to the previous section.
- PF04=MENU Press PF4 to access the Viewing Menu.
- PF05=RFIND: Press PF5 to repeat a Find command.
- PF06=MARK Press PF6 to mark the current page for print after you view all the appropriate information. \*Printer must be cleared by TDCJ to receive reports.
- PF07=UP: Press PF7 to scroll backwards.
- PF08=DOWN: Press PF8 to scroll forward.
- PF10=LEFT: Press PF10 to scroll the screen to the left.
- PF11=RIGHT: Press PF11 to scroll the screen to the right.
- PF12=QUIT: Press PF12 to exit the INFOPAC session.

## Online Report Distribution

This option lists the reports the user is authorized to access.

### ACCESS METHOD

Press Enter from the INFOPAC VIEWING MENU to execute default search.

\*\*\*\*\*

0725I-BEGINNING OF REPORTS

0726I-END OF REPORTS

COMMAND ==>

TIME: 142120

\*\*\* REPORTS \*\*\*

OPTION REPORT ID REPORT NAME

```
-----
-  A-INFOPAC  INFOPAC USERS GUIDE
-
-  GLOSSARY   GLOSSARY
-
-  PD/AD/SS   PAROLE DIVISION ADMIN. MEMORANDUM - SPECIALIZED SUPERVISION
-  PD/PSS     PAROLE SUPERVISION SYSTEM CHANGES
-  PDSURP2CD  PAROLE DIVISION COUNTY CODE DESCRIPTION
-  PDSURP2ND  PAROLE DIVISION NCIC CODE DESCRIPTION
-  PDSUR2CUSD PAROLE DIVISION CUSTODY CODE DESCRIPTION
-  SECURITY   INFORMATION SECURITY MANUAL
-

```

PF01=HELP

PF02=PRINT

PF03=END

PF04=MENU

PF05=RFIND

PF06=MARK

PF07=UP

PF08=DOWN

PF09=

PF10=LEFT

PF11=RIGHT

PF12=QUIT

\*\*\*\*\*

**NOTE:** The "Reports" screen will also display if the name of a report is typed in the REPORT/TOPIC ID field on the Viewing Menu screen.

#### To access a report,

1. In the OPTION field next to the appropriate report, type any character.
2. Press Enter.

## Report Versions

Report Versions lists the online variations of a report. Usually, only one version of a report is kept online. In addition, this screen indicates if the version is available for viewing.

### ACCESS METHOD

Select a report from the "Reports" screen and press Enter.

\*\*\*\*\*

0727I-BEGINNING OF VERSIONS

0732I-END OF VERSIONS

COMMAND ==>

TIME: 092026

\*\*\* REPORT VERSIONS \*\*\*

REPORT: PD/AD/SS PAROLE DIVISION ADMIN. MEMORANDUM - SPECIALIZED SUPERVISION

| OPTION | DATE   | TIME   | DEVICE | STATUS    |
|--------|--------|--------|--------|-----------|
| -----  | -----  | -----  | -----  | -----     |
| _      | 961015 | 155312 | DISK   | AVAILABLE |

PF01=HELP  
PF07=UP

PF02=PRINT  
PF08=DOWN

PF03=END  
PF09=

PF04=MENU  
PF10=LEFT

PF05=RFIND  
PF11=RIGHT

PF06=MARK  
PF12=QUIT

\*\*\*\*\*

**NOTE:** This screen will also display if the name of a report is typed in the REPORT/TOPIC ID field on the Viewing Menu screen and "YES" is entered only in the "DISPLAY LIST OF VERSIONS" field.

#### To access an "available" report,

1. In the OPTION field next to the appropriate report, type any character.
2. Press Enter.

## Report Display

This screen allows the user to scroll through the online version of a report. It also allows the user to locate key words or phrases in the report.

### ACCESS METHOD

Select a report from the REPORT VERSIONS screen and press Enter.

\*\*\*\*\*

0723I-START OF REPORT PAGES

COMMAND ==>

PD/AD/SS 961015 155312 OFFENDER CATEGORY

05/96 P SCROLL ==>SCREEN  
1 R 1 C 1

PD/AD/SS OFFENDER CATEGORY 05/96

NUMBER: PD/AD-3.2.23

SUBJECT: Offender Category

AUTHORITY: Division Policy

PURPOSE: To provide a means of clearly identifying on the Parole Division mainframe computer system all offenders who are sex offenders and offenders who are mentally impaired, mentally retarded, physically handicapped, or terminally ill;

To provide a means of tracking all offenders so identified who are supervised by the Parole Division on regular and specialized caseloads;

To facilitate efforts toward providing continuity of care for these offenders;

\*\*\*\*\*

**NOTE:** This screen will also display if the name of a report is typed in the REPORT/TOPIC ID field on the Viewing Menu screen and "NO" is entered in each of the "DISPLAY..." fields.

**To find a key word or phrase,**

1. In the COMMAND field, type an F and in single quotes type the word or phrase (ex. F 'code' or F 'sex offender'). A maximum of 28 characters can be entered in a search.
2. Press Enter.

**To repeat a Find command,** press PF5. The next occurrence of the key word or phrase will display.

**NOTES:** The COMMAND line can be used to execute some of the functions assigned to PF keys.

Type one of the following abbreviations in the COMMAND field and press Enter, or press the corresponding PF key to execute a command.

| <u>COMMAND Text</u> | <u>PF KEY</u> |
|---------------------|---------------|
| H(elp)              | PF01          |
| PR(int)             | PF02          |
| END                 | PF03          |
| RF(ind)             | PF05          |
| MA(rk)              | PF06          |
| U(p)                | PF07          |
| D(own)              | PF08          |
| Q(uit)              | PF12          |

See page 112 for sample screen. For more information on COMMAND line functions, select the INFOPAC Users Guide from the REPORTS screen.

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